

FINAL

CHAPTER 3-

CASE MANAGEMENT

*The **Single Family Acquired Asset Management System (SAMS)** Case Management process provides a step-based framework for logging and tracking the progress of properties in SAMS, as they move through the acquisition, maintenance, and disposition phases. This chapter describes the tasks involved in acquiring, maintaining, and disposing of U.S. Department of Housing and Urban Development (HUD) properties as they relate to the Case Management process. Read this chapter to gain a better understanding of the Case Management processing tasks and to learn how to add, locate, update, or delete Case Management records.*

Chapter 3 contains:

Section 3.1 - Case Management Overview

This section describes the Case Management process; outlines the steps involved to acquire, maintain, dispose of, and monitor properties in SAMS; introduces the Case Management tasks; and describes the three (3) Case Management menus.

Section 3.2 - Acquire Property Case Management Tasks

This section describes the SAMS Case Management tasks involved in the Acquire Property function; provides an illustration of each of the screens accessed; and defines the steps involved to record the acquisition, inspection, appraisal, and title approval for the property.

Section 3.3 - Maintain Property Case Management Tasks

This section describes the SAMS Case Management tasks involved in the Maintain Property function; provides an illustration of each of the screens accessed, and defines the steps involved to record a disposition plan for the property, identify and approve repairs to the property, reassign a property to a different Property Manager, and identify properties that are ready for sale.

Section 3.4 - Dispose of Property Case Management Tasks

This section describes the SAMS Case Management tasks involved in the Dispose of Property function, provides an illustration of each of the screens accessed; and defines the steps involved to include a property on the sales listing, record sales offers and bids, document the sale or settlement of a property, and close and archive a case.

Section 3.5 - Monitor and Report Status of Inventory Case Management Tasks

This section describes the SAMS Case Management tasks involved in establishing case processing parameters or criteria; monitoring the status of properties in the HUD inventory; and reporting information on specific cases by case, HOC area, or other selection criterion.

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3 CASE MANAGEMENT

3.1 Case Management Overview

Introduction

The Case Management Process within the Single Family Acquired Asset Management System (SAMS) records information associated with the acquisition, maintenance, and disposal of single-family properties. It tracks movement of properties from acquisition to the final sales closing using various data screens designed to move properties (or cases) through the Case Management steps. The Department of Housing and Urban Development Home Ownership Center (HUD HOC) Area organization, consisting of Management and Marketing (M&M) contractors, is primarily responsible for capturing and recording the Case Management-related information in the SAMS database using the screens described in this chapter.

The SAMS Case Management Process allows HUD management to monitor the timely processing of single-family properties online through a variety of tracking and monitoring reports (refer to **Chapter 11 - SAMS Reports** for detailed reporting information). The critical data monitored include the case step (system-generated as each case or property passes through the Case Management steps), acquisition type, and fee status.

Section 3.1 - Case Management Overview introduces the Case Management step process that is covered in detail in sections 3.2 through 3.5. Each section covers different Case Management tasks, grouped by SAMS functional areas (identified and briefly described in **Chapter 1 - Introduction**), and references the Case Management step movements.

Section 3.2 - Acquire Property Case Management Tasks provides step-by-step instructions for recording and maintaining the information required to add a property to the HUD inventory, to verify and approve title information, and to document the property inspection and appraisal details (step 0, step 1, and step 2).

Section 3.3 - Maintain Property Case Management Tasks provides step-by-step instructions for recording and maintaining the Disposition Program (DP) information, for tracking property repair and maintenance needs, for assigning Property Managers, for recording contract information, and for identifying properties that are ready to list for sale (step 3, step 4, and step 5).

Note

Additional detail regarding the contract process is available in **Chapter 7 – Procurement Contracts**.

Introduction (continued)

Section 3.4 - Dispose of Property Case Management Tasks provides step-by-step instructions for recording and maintaining the information required to list a property for sale, to track bids or preliminary offers, to accept contracts, to reconcile property sales accounts, to close a case, and to archive the property records (step 6, step 7, step 8, step 9, step 10).

Section 3.5 - Monitor and Report Status of Inventory Case Management Tasks provides step-by-step instructions for recording and maintaining the information required to establish case processing parameters or criteria, to monitor case status, and to report on the status of properties within SAMS.

Note

While this document describes procedures that HUD personnel follow when capturing, displaying, modifying, and deleting information in SAMS, it should not be construed that the procedures presented replace or represent official HUD policy. Any changes to HUD business practices that affect SAMS' processes, screens, or reports will be documented in subsequent versions of this document.

3.1 - Case Management Overview (continued)

Case Management Steps

The Case Management processing tasks begin with the acquisition of a property and end with the reconciliation of funds from the final sale or disposal of the property. The Case Management tasks are monitored and tracked by HUD management in accordance with the steps discussed here and illustrated in Figure 3-1.

Step 0: Claims Interface

Step 1: Add Property to Inventory (Acquisition)

Step 2: Record Appraisal of Property

Step 3: Determine Method to Dispose of Property (Disposition Program Direct Sale or Held Off Market)

Step 4: Identify and Approve Repairs to Property Not Ready to List for Sale (optional)

Step 5: Identify Properties that are Ready to List for Sale

Step 6: List Property for Sale

Step 7: Record/Accept Preliminary Offer for Property

Step 8: Accept Sales Offer/Contract

Step 9: Record Sales or Settlement of Property (HUD-1 Form)

Step 10: Property Reconciliation

Closed cases are archived and a history maintained. Reports are available to monitor current and historic case information.

Note

The latest versions of the HUD-SAMS forms referenced in this Guide can be found and on the HUDclips page (www.hudclips.org) from HUD@work or from the Homes & Communities (www.hud.gov) page.

3.1 - Case Management Overview (continued)

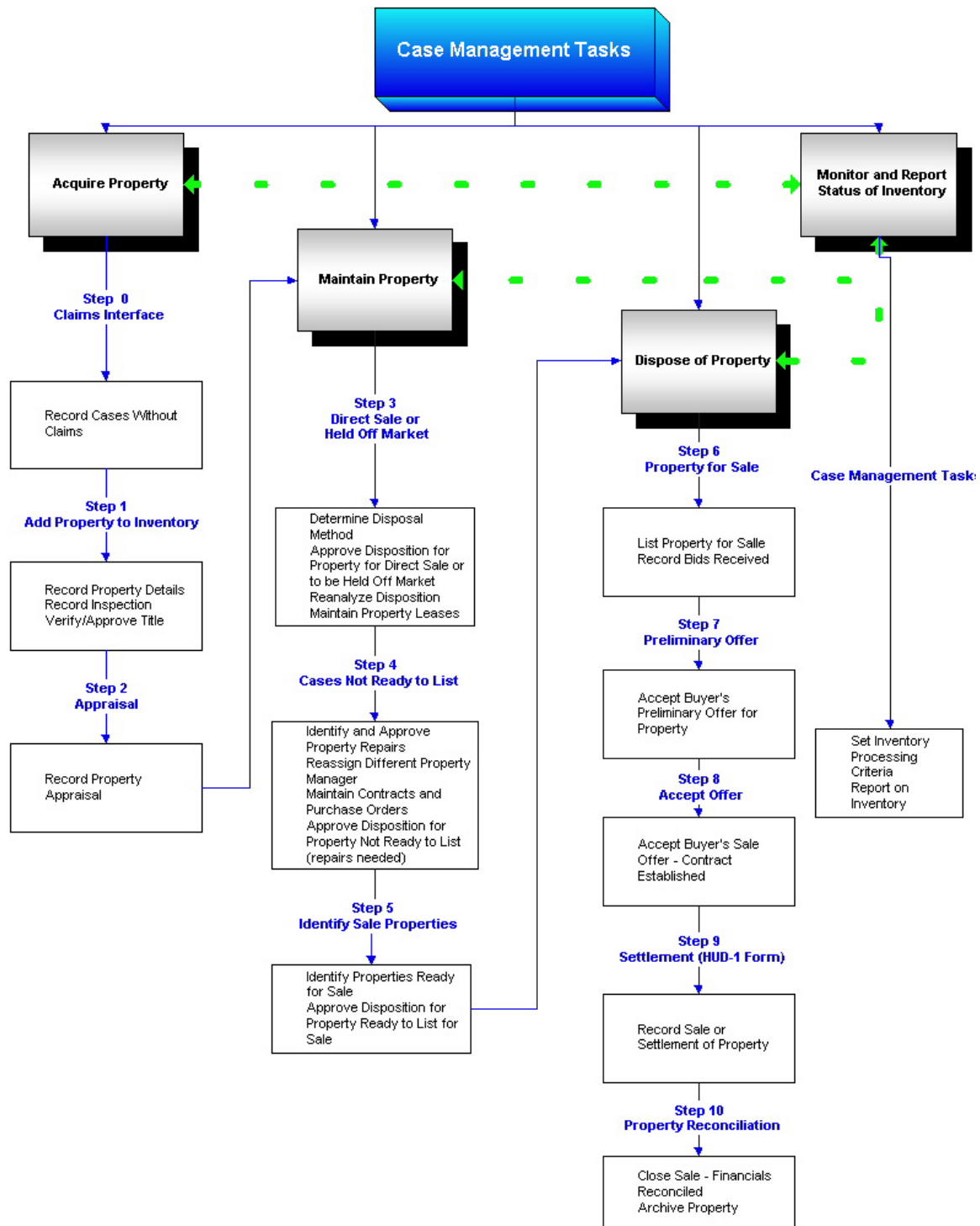


Figure 3-1 Case Management Process Flow

3.1 - Case Management Overview (continued)

*Step 0:
Record Cases
Without Claims*

The Electronic Data Interface (EDI) provides new case data, on a daily basis to SAMS from mortgagees' electronic claims submissions. The data are uploaded to SAMS and held until matched with case data input from the Single Family Insurance-in-Force (IIF) and/or the A43C-Claims Insurance interfaces.

*Step 1:
Add Property to
Inventory
(Acquisition)*

A case moves into step 1:

- Through the Claims Insurance and Miscellaneous Claims Insurance interfaces (step 0 process) when the case is assigned to a field office
- When the acquisition of the property is recorded based on information provided on the **HUD-27011, Single-Family Application for Insurance Benefits** form and the Property Manager and appraiser are assigned to the case
- Through the Single-Family Post Insurance Department (SFPID) Accounting special add function, legal settlement, Section 312 properties (reconveyance), repurchasing (buyback), foreclosed Purchased Money Mortgages (repossession), DOD Section 1013 properties, Title 1 loans (described in **Chapter 10 – General Ledger**)
- When Home Equity Conversion Mortgages (HECM) insured Single Family reverse mortgage information is recorded

In step 1:

- The PM and appraiser are assigned for cases that came from step 0.
- Disposition programs are entered for cases that are Held Off Market (HOM) and do not require an appraisal, such as reconveyance (HOM=3), adverse occupants (HOM=5), or mortgagee action required (HOM=6).
- The appraisal information is entered for cases that require an appraisal.

The case moves to:

- Step 2 when the appraisal information (for a case that requires an appraisal) is recorded.
- Step 3 when the DP is approved for a case that does not require an appraisal, and automatically moves on to step 4 if the case is not ready to list (repairs needed) or to step 5 if the case is ready to list.

Note

Included in step 1 are vacant assigned properties with Secretary-held mortgages for which custodial activities are being performed (these cases cannot advance beyond step 1).

3.1 - Case Management Overview (continued)

*Step 2:
Record Property
Appraisal*

A case moves into step 2 when:

- The initial data from the appraiser is recorded
- The disposition program (DP) is revised after approval (case reanalysis)
- The DP is reassessed because the property fails to sell in the recommended timeframe
- The DP for a case, previously listed for sale, is reanalyzed to accept a sales offer at a prior list price
- The DP for a case not previously listed for sale is reanalyzed
- The preliminary offer for a case is not accepted and the case is reanalyzed
- A direct sale is cancelled and the DP is reanalyzed

Note

Approval of the DP normally moves a case from step 2 to step 3. Property Manager **MUST** be assigned before a case moves to step 2. In instances where the property was previously listed for sale and the DP was reanalyzed, authorized HOC Area (M&M) staff can move a case to step 5 to accept a sales offer at the prior listing price.

*Step 3:
Determine
Method to
Dispose of
Property
(Disposition
Program)*

A case automatically moves to step 3 when the design and approval of the DP is recorded. A property **must** be in step 2 before a DP can be established. The only exceptions are properties with a Held Off Market (HOM) code as follows:

- Reconveyance (HOM=3)
- Adverse occupants (HOM=5)
- Mortgage action required (HOM=6)
- Occupied conveyance (HOM=11)
- HUD Single-Family Insurance-In-Force (IIF) verification failure (HOM=13)

For these properties (e.g., properties with an HOM code of 3, 5, 6, 11, or 13) a DP can be added while the property is still in step 1.

Note

Properties **can not** move beyond step 3 until the HOM code is set to *No*

3.1 - Case Management Overview (continued)

*Step 4: Identify
and Approve
Repairs to
Property
(optional)*

A case moves to step 4 **only** if the property needs repairs and it is not specified as a property that is *Ready to List*. All required repairs must be completed before a property moves to step 5.

*Step 5: Identify
Properties that
are Ready to List
for Sale*

Properties move to Step 5:

- Directly, if the property has an approved DP, is ready to list (Ready to List = *Y*), and is not held off market (HOM code = *No*)
- From step 4 (properties requiring repairs) when the case record is updated to reflect the completion of the required repairs
- To allow authorized HOC Area (M&M) staff to accept a sales offer at a prior listing price and terms for re-analyzed DPs

*Step 6:
List Property for
Sale*

A case moves from step 5 to step 6 on the date the property is listed for sale. This is usually the same date that the property is advertised for sale.

Depending upon the offers received, the case moves from step 6 to either:

- Step 7 for a preliminary offer (optional)
- Step 8 to accept the sale

*Step 7:
Record/Accept
Preliminary
Offer for
Property
(optional)*

A case moves from step 6 to step 7 (an optional step) when a preliminary offer is received and recorded in SAMS. Purchaser information is not required. Acceptance of the preliminary offer allows the case to move off the sales listing.

The case moves to step 8 when an accepted sales offer is recorded.

*Step 8:
Accept Sales
Offer/Contract*

A case moves to step 8 from either step 6 or step 7 (preliminary offers) when an accepted sales offer (which includes purchaser, listing broker, and closing agent information, together with the expected date of closing) is recorded.

A cancelled sale moves the case back to either:

- Step 7 if a back-up offer is available
- Step 5 to re-advertise the property
- Step 2 for review and preparation of a new disposition program

*Step 9:
Record Sale or
Settlement of
Property
(HUD-1)*

A case moves from step 8 to step 9 when the closing or settlement package is received and the **HUD 1, Settlement Statement** form is entered into SAMS.

A case **cannot** be moved to step 10 until all monies due HUD are received, the financial accounts for the case are reconciled, and any errors are resolved.

3.1 - Case Management Overview (continued)

*Step 10:
Property
Reconciliation*

A case moves from step 9 to step 10 following the reconciliation of the **HUD 1** data with the funds received by the U.S. Department of the Treasury and the financial accounts associated with the case.

Note

For properties sold and then bought back by HUD, the case is re-entered in SAMS through the add mode of the Case Buyback (CMBB) screen, as described and illustrated under **Case Buyback (CMBB) Screen**, and progresses normally from step 1 through the remaining Case Management steps.

**Case
Management
Menus**

The Case Management screens described in this chapter are accessed through the Main Case Management Menu (LMCM), illustrated in Figure 3-2, or as GOTO options from select Case Management screens. Each option on the Main Case Management Menu (LMCM) accesses a different group of Case Management screens:

- *Case Management (Normal 0-6, LBP)* opens the Case Management Menu (LMCM), described under **Case Management Menu (LMCM)**
- *Case Management 2 (Title, PM Bills)* opens the Case Management 2 Menu (LMC2), described under **Case Management 2 Menu (LMC2)**
- *Case Management 3 (Sales, Cancel, Extension)* opens the Case Management 3 Menu (LMC3), described under **Case Management 3 Menu (LMC3)**

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the SAMS Case Management menus.

3.1 - Case Management Overview (continued)

Main Case Management Menu (LMMC)

To access the Main Case Management Menu (LMMC) either:

- Enter an *X* in the selection field for the *Case Management* option on the Data Entry Menu (LMDE)
- Using the expert mode, enter *LMMC* in the Screen field in the upper left-hand corner of a screen and press the <F2> key

S A M S		05/27/03
SCREEN: LMMC__	MAIN CASE MANAGEMENT MENU	16:27:42 EST
TYPE (X) TO SELECT SCREEN TITLE		
L _	CASE MANAGEMENT (NORMAL 0-6, LBP)	
L _	CASE MANAGEMENT 2 (TITLE, PM BILLS)	
L _	CASE MANAGEMENT 3 (SALES, CANCEL, EXTENSION)	
L _	HQ DEFINED PARAMETERS	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 3-2 Main Case Management Menu (LMMC)

3.1 - Case Management Overview (continued)

Case Management Menu (LMCM)

To access the Case Management Menu (LMCM), illustrated in Figure 3-3, either:

- Enter *X* in the selection field for the *Case Management (Normal 0-6, LBP)* option from the Main Case Management Menu (LMMC) and press the <ENTER> key
- Using the expert mode, enter *LMCM* in the Screen field in the upper left hand corner of a screen and press the <F2> key

```
File Edit Options Help
S A M S
04/29/04
10:34:34 EST
SCREEN: LMCM CASE MANAGEMENT MENU

TYPE (X) TO SELECT    SCREEN TITLE
Q _ S _              CMC0 STEP 0 CASES
Q _ A _ M _ D _ E _ S _ CMC1 CASE DEFINITION
Q _ A _              CMC2 CASE BUYBACK
Q _ A _ M _ D _ U _    CMC2 PROPERTY DESCRIPTION
Q _ A _ M _ D _ N _    CMUR URAR
Q _ A _ M _ R _ U _ C _ CMC3 CASE DISPOSITION PROGRAM
Q _ M _ S _           CMC4 DISPOSITION PROGRAM APPROVAL
Q _                  CMC5 LIST FOR SALE BY STEP 5
A _ D _              CMC6 LBP ABATEMENT PLAN
Q _ A _              CMC7 LBP TEST RESULTS
Q _ A _              CMC8 REJECT GEOCODE CASES
Q _ A _              CMC9 DELETED CASES
A _ M _              CMC10 INDEMNIFICATION CASES
S _                  CMC11 RECONVEYANCE ACQUISITION
Q _ U _
Q _
Q _ R _

PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
4a 02/010
```

Figure 3-3 Case Management Menu (LMCM)

Note

The screens included in this document are for illustrative purposes only and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted and will be documented in the next release of this document.

3.1 - Case Management Overview (continued)

Case Management 2 Menu (LMC2)

To access the Case Management 2 (LMC2) submenu, illustrated in Figure 3-4, either:

- Enter *X* in the selection field for the *Case Management 2 (Title, PM Bills)* option from the SAMS Main Case Management Menu (LMMC) and press the <ENTER> key
- Using the expert mode, enter *LMC2* in the Screen field in the upper left hand corner of a screen and press the <F2> key

S A M S		05/27/03
CASE MANAGEMENT 2 MENU		16:28:46 EST
SCREEN: LMC2		
TYPE (X) TO SELECT	SCREEN	TITLE
R _		CMWR CASE REANALYSIS
Q _ A _		CMPR PROPERTY REMARK
Q _ A _ M _		CMTE TITLE EVIDENCE APPROVAL
Q _ S _		CMEX TITLE EVIDENCE EXTENSION
M _		CMTK TRANSFER CONTRACT ASSIGNMENT
Q _ M _ C _ P _		CMTR PROPERTY MANAGER TRANSMITTAL
Q _ M _ R _		CMPB PROPERTY MANAGER BILL
Q _ S _		CMAU AUCTION
Q _ M _		CMAC AUCTION GROUP CHANGE PROCESS
Q _ A _ M _		SMF5 BULK SALE PACKAGE
Q _ M _		CMCB BULK SALES CHANGE PROCESS
Q _ A _ M _		CMBR BIDS RECEIVED LOG
Q _ M _		CMML MODIFY LISTING DATE

PF 2=SWITCH 4=PREV MENU 5=MAIN MENU

Figure 3-4 Case Management 2 Menu (LMC2)

3.1 - Case Management Overview (continued)

Case Management 3 Menu (LMC3)

To access the Case Management 3 Menu (LMC3), illustrated in Figure 3-5, either:

- Enter *X* in the selection field for the *Case Management 3 (Sales, Cancel, Extension)* option from the SAMS Main Case Management Menu (LMMC) and press the <ENTER> key
- Using the expert mode, enter *LMCM* in the Screen field in the upper left hand corner of a screen and press the <F2> key

SCREEN: LMC3	SAMS CASE MANAGEMENT 3 MENU	07/15/04 10:21:34 EST
TYPE (X) TO SELECT	SCREEN TITLE	
Q _ A _ D _ M _	CMFA PRELIMINARY ACCEPTANCE	
Q _ A _ M _ D _	CMFP BUSINESS SALES PURCHASER	
Q _ A _ M _ D _	CMSP INDIVIDUAL SALES PURCHASER	
Q _	CMFU SALES CONTRACT PURCHASER HISTORY	
Q _ A _ M _ U _ R _	CMOA OFFER ACCEPTANCE	
Q _ A _	CMSC SALES CANCELLATION	
Q _ A _	CMEC SALES EXTENSION REQUEST	
Q _ A _ M _ D _ U _	CMH1 HUD 1	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 3-5 Case Management 3 Menu (LMC3)

3.2 *Acquire Property Case Management Tasks*

Acquire Property Tasks

The Acquire Property function identifies, captures, and records data associated with the tasks that are required to acquire a property. Figure 3-1 shows the relationship of these tasks to the flow of a property through the Case Management Process. The Acquire Property function begins with property acquisition and consists of these Case Management tasks:

Task 1: Claims Interface (Step 0)

Task 2: Add Property to Inventory (Step 1)

Task 3: Record Inspection of Property

Task 4: Record Appraisal of Property (Step 2)

Task 5: Verify and Approve Title of Property

Note

A case may be **re-entered** in SAMS inventory through a buyback. Refer to the **Case Buyback (CMBB) Screen** section for a description of the buyback task.

3.2 - Acquire Property Case Management Tasks (continued)

*Task 1:
Claims Interface
Task (Step 0)*

The daily EDI interface uploads data from the mortgagee's electronic claims submissions and matches it with case data input from the Single Family Insurance-in-Force (IIF) and/or the A43C-Claims Insurance interfaces. Data that cannot be matched to an existing case remains at step 0 until processed through the Step 0 (CMC0) screen, illustrated and described in detail under **Step 0 Cases (CMC0) Screen**.

*Task 2:
Add Property to
Inventory Task
(Step 1)*

Properties are acquired and entered into the Real Estate Owned (REO) Inventory under a variety of circumstances. The most common ways properties are added to the single-family inventory are (in order of precedence) by:

- **HOC Area (M&M) staff** from acquisition information received prior to payment of a claim. Refer to the **Case Definition (CMC1) Screen** section for details.
- **Other HUD information systems** (Claims Insurance and Miscellaneous Claims Insurance interfaces) when the property and accounting data are received in Headquarters before the HOC Area establishes a case for a property (refer to **Chapter 10 - General Ledger** for a more detailed description of this add process)
- **Headquarters Single-Family Post Insurance Department (SFPID)** accounting personnel for legal settlements, repurchased properties (buybacks), foreclosed Purchase Money Mortgages

*Task 3:
Record Inspection
of Property
Task*

The Record Inspection of Property task identifies, captures, and records the results of a property inspection conducted to ascertain the property's physical condition or status. Upon acquisition, a property is assigned to a property manager (PM) for an initial inspection. The results of the inspection are recorded by the inspector on a **HUD-9516-A** form and entered in SAMS through the Property Description (CMC2) screen, illustrated and described under **Property Description (CMC2) Screen**.

*Task 4:
Record Appraisal
of Property Task
(Step 2)*

The Record Appraisal of Property task identifies, captures, and records the results of an external, independent appraisal conducted to establish the market value and insurability of the property. Upon acquisition, a non-custodial property is assigned to an appraiser. Information received from the appraiser on the **Uniform Residential Appraisal Report (URAR)** form is entered on the URAR Page 1 (CMUR) and URAR Page 2 (CMU2) screens. Refer to the **URAR Page 1 (CMUR) Screen** and **URAR Page 2 (CMU2) GOTO Screen** sections for a detailed description and illustration of these screens. Completing the entry of required data fields on both the URAR. Page 1 (CMUR) and URAR Page 2 (CMU2) screens moves the case to step 2.

Note

A case cannot advance to a higher step (except for certain categories of properties held off market where HOM Code is not equal to N), unless data have been entered on the URAR Form through the URAR Page 1 (CMUR) and URAR Page 2 (CMU2) screens described under **URAR Page 1 (CMUR) Screen** and **URAR Page 2 (CMU2) GOTO Screen**.

3.2- Acquire Property Case Management Tasks (continued)

Task 5: Verify and Approve Title of Property Task

The Verify and Approve Title of Property task identifies, captures, and records data that verifies the accuracy and completeness of the property's title document. The title ascertains the identity of the legal owner of the property.

Mortgagees must provide title evidence to HUD within forty-five (45) days of the date the deed was filed. HOC Area (M&M) staff use the title evidence supplied by the mortgagee as a basis for deciding whether to approve or disapprove the title evidence. Mortgagees who do not meet the deadline may request an extension. A request for extension (**HUD-50012** form) must be submitted to the HOC Area (M&M) for approval.

HOC Area (M&M) staff record title evidence in SAMS through the Title Evidence Approval (CMTE) screen, as described under **Title Evidence Approval (CMTE) Screen**. The receipt of title evidence must be recorded as it is received, when it is reviewed, and subsequently when it is approved by the title examiner, if the title evidence package is complete. The title reviewer has ten (10) days from receipt of the completed title package to review the title evidence and notify the mortgagee of approval or disapproval. If the title evidence is disapproved, SAMS maintains a history of the disapproval and notes the reasons for each denial.

Acquire Property Case Management Screens

This section provides detailed information on the Acquire Property screens accessed through the Main Case Management Menu (LMMC) submenus, described and illustrated under **Case Management Menus**. These screens are used to document and track a case as it progresses through steps 1 and 2.

Data Screens

The Acquire Property data screens covered in this section are:

- Step 0 Cases.....CMC0
- Case Definition.....CMC1
- Reject GeoCode Cases.....CMRJ
- Property Remark GOTO Screen.....CMPR
- Property Description.....CMC2
- Repairs Required GOTO Screen.....CMRP
- URAR Page 1CMUR
- URAR Page 2 GOTO ScreenCMU2
- Title Evidence ApprovalCMTE
- Title Evidence ExtensionCMEX
- Case BuybackCMBB

3.2 - Acquire Property Case Management Tasks (continued)

Query Screens

The Acquire Property query screens covered in this section are:

- IIF Failure Reason.....SMBK
- Deleted Cases.....CMDE
- Indemnification Cases.....CMIN
- Reconveyance Acquisition..... CMRA

Reminder

In the Procedure Tables included with each screen illustration, the fields which must be completed on a screen are marked as **[REQUIRED]**, fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen. Refer to **Procedure Table** in **Section 1.1 – SAMS User’s Guide Standards** for additional information.

3.2- Acquire Property Case Management Tasks (continued)

Step 0 Cases (CMC0) Screen

On the Step 0 Cases (CMC0) data screen authorized:

- M&M users can view a step 0 case within the user's HOC area.
- Users can delete a step 0 case.
- HOC area users can promote cases to step 1

Before You Begin

Gather this information before using the Step 0 Cases (CMC0) screen, illustrated in Figure 3-6.

- the unique identifier for the HUD office associated with the case

SCREEN: CMC0_		S A M S		06/03/03
		STEP 0 CASES QUERY		15:37:13 EST
HUD OFFICE: A1	STATE CODE: _	NEXT CASE NUMBER: 131 809271		
OPT	CASE	DEED FILED	ADDRESS, CITY, STATE, ZIP COMMENTS	DATE LOADED
	483 277175	03/21/03	2409 TODD COVE LAVERGNE TN 37086 0000 AWAITING CLAIM	03/25/03
	482 339223	03/26/03	9388 BARLEY MILLS R ARLINGTON TN 38002 0000 AWAITING CLAIM	03/28/03
	131 785404	03/25/03	12822 S. PAULINA ST CALUMET PARK IL 60643 0000 AWAITING CLAIM	03/29/03
	131 789328	03/28/03	21653 OLIVIA AVENUE SAUK VILLAGE IL 60411 0000 AWAITING CLAIM	03/29/03
				GOTO CMC1 _
PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.				
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD				

Figure 3-6 Step 0 Cases (QCMC0) Screen

Data Screen Options

On the Step 0 Cases (CMC0) screen:

- For HOC area personnel to **locate (query)** a case, enter **QCMC0** in the Screen field and press the <F2> key.
- To **submit** a step 0 case to step 1, enter **SCMC0** in the Screen field, and press the <F2> key.
- To **locate (query)** a case with an Acquisition Type of **A** (Acquired or conveyed) on the Case Definition (CMC1) screen, place an **X** in the GOTO CMC0 field and press the <ENTER> key

3.2 - Acquire Property Case Management Tasks (continued)

Note

The Step 0 Cases (CMC0) screen can be accessed from the Case Definition (CMC1) screen, described in detail under **Case Definition (CMC1) Screen**, for acquired or conveyed properties (Acquisition Type of A) by placing an *X* in the GOTO CMC0 field and pressing the <ENTER> key.

Procedure Table Follow the instructions in Table 3-1 Step 0 Cases (CMC0) Procedure Table to locate step 0 cases.

Table 3-1 Step 0 Cases (CMC0) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	[REQUIRED] Enter the unique identifier for the HUD office associated with the desire case(s).
State Code	2 alphabetic characters	Enter the state abbreviation in this field to further define the search.
		System-generated; based on the selection criteria entered in the <u>HUD Office</u> field.
Next Case Number	9 alphanumeric characters Format: 999 999999	Enter the case number to further define the search.
		System-generated; based on the entry in the <u>HUD Office</u> field.
Press the <F2> key.		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Opt	1 character M=Modify D=Delete	In submit mode, beside the desired record enter: <ul style="list-style-type: none">• <i>M</i> to modify the comment• <i>D</i> to delete the record
Case	N/A	System-generated; based on the HUD office selected.
Deed Filed	N/A	System-generated; based on the HUD office selected.
Address	N/A	System-generated; based on the HUD office selected.
City	N/A	System-generated; based on the HUD office selected.
State	N/A	System-generated; based on the HUD office selected.
Zip	N/A	System-generated; based on the HUD office selected.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-1 Step 0 Cases (CMC0) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Date Loaded	N/A	System-generated; based on the HUD office selected.
Comments	N/A	System-generated; based on the HUD office selected.
GOTO CMC1	1 alphabetic character X =CMC1	Enter an <i>X</i> in this field: <ul style="list-style-type: none">• In summary mode, to access the query mode of the Case Definition (QCMC1) screen, illustrated and described under Case Definition (CMC1) Screen, for the selected record• In query mode, to go to the query mode of the Case Definition (QCMC1) screen, illustrated and described under Case Definition (CMC1) Screen, and select a record to view
<p>Press the <ENTER> key.</p> <p>Result: <i>The system displays an appropriate error message or:</i></p> <ul style="list-style-type: none">• in summary modify mode, updates the comment text entered• in summary delete mode, removes the selected record• in summary or query mode, displays the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen, in query mode. <p>Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• modify or delete additional comment records• exit the screen <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

3.2 - Acquire Property Case Management Tasks (continued)

Case Definition (CMC1) Screen

On the Case Definition (CMC1) data screen authorized HOC Area (M&M) staff:

- Add a new property to the single-family inventory to establish a new case in SAMS

Note

If the Acquisition Type is A (Acquired or conveyed), the case can only be added to SAMS by the A43 Claims batch job or be promoted to step 1 by an authorized user via the Step 0 Cases (CMC0) screen, illustrated and described in detail under **Step 0 Cases (CMC0) Screen**.

- Locate or verify descriptive information about a property within SAMS single-family property inventory
- Modify information for properties previously established by the HOC Area or add required descriptive data to properties established by the Claims Insurance interface (step 0 process) or Headquarters SFPID accounting personnel
- Add appraiser information
- Delete a case if no accounting transactions have been entered for the case (cases with journal entries require termination)

In addition, authorized:

- Accounting personnel establish repurchased properties and foreclosed Purchased Money Mortgage (PMM) cases. This option is described in detail in **Chapter 10 – General Ledger**
- HUD Headquarters personnel can change the HUD office assigned to a case

The Real Estate Owned (REO) Inventory recognizes a variety of acquisition scenarios. The acquisition types include:

- FHA insured mortgages (acquisition type code = *A* for Acquired Properties, also known as conveyed property)
- Department of Defense (DOD) Section 1013 (acquisition type code = *D* for Direct Sale)
- Abandoned or Custodial property (acquisition type code = *C* for Conversion of MNA)
- Foreclosed Secretary-held mortgages (acquisition type code = *C* for Conversion of MNA)

3.2- Acquire Property Case Management Tasks (continued)

**Case
Definition
(CMC1)
Screen**
(continued)

- Title I loans (acquisition type code = *T*)
- Section 312 properties (acquisition type code = *3*)
- F12 Assigned mortgagee HECMs (acquisition type code = *H*)

Note

The acquisition type cannot be changed to H (HECM), if the case currently has a claim balance.

- Repurchased properties or buybacks (acquisition type code = *B*)
- Repossession (acquisition type code = *R*)
- Legal (acquisition type code *L*)

The procedures required to enter the acquisition information in SAMS are essentially the same for each acquisition type. Typically, initial case or property information is entered by HOC Area staff from information received prior to payment of a claim. In some instances the Accounting information is received in Headquarters before the HOC Area establishes a case for the property. This information may come:

- through the Claims Insurance and Miscellaneous Claims Insurance interfaces (formerly Z track)
- from Headquarters Accounting personnel transactions

Note

It remains the responsibility of HOC Area (M&M) staff to contact the mortgagee to obtain information to verify and complete the case definition information entry through the Case Definition (CMC1) screen, described and illustrated here.

3.2 - Acquire Property Case Management Tasks (continued)

Case Definition (CMC1) Screen (continued)

The initial entry of information into the Case Definition (CMC1) data screen is vitally important because it provides the basic unit of information about a property for as long as it resides in the SAMS database. This information is carried forward and is displayed on numerous SAMS data screens.

Through interface validation with the HUD Single-Family Insurance-In-Force (IIF) system, SAMS does not allow a case that **fails** IIF verification to be processed beyond step 3, thus ensuring the integrity of the data. This interface and verification is performed immediately (real-time response) to allow online confirmation of the accuracy of the data entry. Upon confirmation of interface compliance, the user takes the appropriate action as required by office policy.

Note

HECM (reverse mortgage) cases are not subject to IIF verification.

When a case has failed IIF, users can access the IIF Failure Reason (SMBK) screen, described in detail under **IIF Failure Reason (SMBK) Screen**, to verify the IIF status for the case. The IIF Failure Reason (SMBK) screen displays the case number and IIF failure reason until the case passes the IIF edits.

3.2- Acquire Property Case Management Tasks (continued)

Before You Begin

Gather this information before using the Case Definition (CMC1) screen, illustrated in Figure 3-7:

- One of the acquisition documents listed in Table 3-2 Acquisition Documents
- Program Manager (PM) contract number and name and address identifier (NAID)
- Appraiser NAID (except for custodial properties) for active NAID in the case area

Table 3-2 Acquisition Documents

CASE	REQUIRES
FHA-Insured Mortgage	<ul style="list-style-type: none">• HUD-27011-Part A form (03/24/93) (referred to as the HUD-27011)• Acquisition Type = A (acquired property or conveyed property)
DOD Section 1013 Properties	<ul style="list-style-type: none">• Documentation from Department of Defense• Acquisition Type = D (DOD)
Abandoned/Custodial Property	<ul style="list-style-type: none">• Documentation from Loan Management• Fee Status = CS• No endorsement date• No deed filed date• Acquisition Type = C (conversion of MNA)
Foreclosed Secretary-Held Mortgage	<ul style="list-style-type: none">• Transmittal letter from Loan Management• Acquisition Type = C (conversion of MNA)• This is an acquired property
Title I Loans	<ul style="list-style-type: none">• Notification letter from the Title I Regional Service Center, Seattle, Washington• Acquisition Type = T (Title 1)
Section 312 Properties	<ul style="list-style-type: none">• Notification memorandum from Community Planning and Development Branch (CPD)• Acquisition Type = 3 (312)
Buyback	<ul style="list-style-type: none">• Repurchase, reacquisition, buyback properties• Acquisition Type = B (Buyback)
Reverse Mortgage	<ul style="list-style-type: none">• Acquisition Type = H (HECM)

Note

Examples of forms listed in Table 3-2 Acquisition Documents can be found in the Property Disposition Handbook One to Four Family Properties (4310.5 REV-2, May 1994), Chapter 3, Section 3-9 through 3-11.

3.2 - Acquire Property Case Management Tasks (continued)

S A M S		07/21/04
SCREEN: QCMC1_	CMC1 CASE DEFINITION QUERY	13:26:53 EST
NEXT CASE NUMBER: _____		
*HUD OFFICE CODE: _____		
CASE #:	*SOA:	NOTIFCN DATE: 27011 RECVD DATE:
ENDORSEMENT DATE	DEED FILED DATE:	ACQ. DATE
MRTGEE #:	LOAN NUM:	ORIG MRTG AMT:
*FEE STATUS CODE:	DAMAGED: AMOUNT:	*ACQ TYPE: FUND CODE:
MORTGAGOR NAME:		INDEM FLAG
STREET NUM:	DIR PREF:	STREET NAME: DIR SUF:
UNIT:	CITY:	COUNTY CODE: *STATE:
ZIP CODE:	+4:	*REALTY SPECIALIST:
SUBDIVISION:	LOT:	BLOCK: PLAT:
*RESIDENTIAL AREA CODE:	REVITALIZATION AREA:	KEY MAP:
NUMBER OF UNITS:	NUMBER OF OCCUPIED UNITS:	SPECIAL PROGRAM FEE:
*PM CO NUM:	*PROP MGR NAID:	PM ASSIGNED DATE:
NAME		
*APPRAISER NAID:	DATE ASSIGNED TO APPRAISER:	
NAME		
GOTO CMRJ: _ GOTO REMARKS: _ GOTO CMC0: _		
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-7 Case Definition Add (ACMC1) Screen

Data Screen Options

On the Case Definition (CMC1) screen:

- To **locate (query)** a case, enter *QCMC1* in the Screen field and press the <F2> key.
- To **add** a case, enter *ACMC1* in the Screen field and press the <F2> key. Procedures for adding a case vary depending upon the means of notification used to initiate the entry into SAMS. A valid property manager contract is required to move a case to step 1.

Note

A case buyback MUST be initiated on the Case Buyback (CMBB) screen, described in detail and illustrated under **Case Buyback (CMBB) Screen**.

3.2- Acquire Property Case Management Tasks (continued)

Data Screen Options (continued)

- To **modify** a case, enter *MCMC1* in the Screen field and press the <F2> key. Some data fields are protected (information can not be modified) once the initial definition is committed in the add mode (ACMC1).

Note

When modifying a case generated by claims (established by Headquarters accounting personnel) or a converted custodial, the Appraiser must be added on the **new** mode of the URAR Page 1 (NCMUR) screen, described and illustrated under **URAR Page 1 (CMUR) Screen**.

- To **change the assignment** of a case to a different HUD office, authorized personnel in the receiving office enter *ECMC1* in the Screen field and press the <F2> key. The only field available for update is the HUD Office code.

Note

A case cannot be moved from one area to another if the case step number is greater than six (6).

- To **change the assignment** of a case to a different HUD office, authorized personnel in the receiving office enter *ECMC1* in the Screen field and press the <F2> key. The only field available for update is the HUD Office code.
- To **delete** a case, enter *DCMC1* in the Screen field and press the <F2> key. Use this option **only** if no accounting transactions exist for the case. Cases that have journal entries must be terminated instead of deleted.

Note

A record of deleted cases is stored in SAMS. Cases with Journal Entries cannot be deleted from SAMS.

- To **special add** a case for a field office , enter *SCMC1* in the Screen field and press the <F2> key.

3.2 - Acquire Property Case Management Tasks (continued)

Procedure Table Instructions in Table 3-3 Case Definition (CMC1) Procedure Table are based on information contained in the HUD-27011 form or other notification-related documents used to add a case to SAMS. Data fields labeled [REQUIRED] refer to those items required for a 27011, unless otherwise noted.

Note

Notification documents other than the **HUD-27011** form may have limited information; however, the user still **must** complete all required fields. The required data fields vary depending on the nature of the acquisition and the resulting information entered in other data fields. If the Acquisition Type is *A* (conveyed property) or *C* (conversion of MNA), the system requires that designated data fields accurately match the Claims Insurance and Institutional Master File (IMF) automated interfaces data.

Fee Status	Acquisition Type	PM Assigned Date
<i>CS</i> (Custodial)	<i>C</i> (Conversion of MNA)	<ul style="list-style-type: none">• Can be less than <u>Date Acquired</u>• Can not be less than <u>Notification Date</u>
<i>HV</i> (HUD Owned-vacant)	<i>C</i> (Conversion of MNA)	<ul style="list-style-type: none">• Can be less than <u>Date Acquired</u>• Can not be less than <u>Notification Date</u>
<i>HV</i> (HUD Owned-vacant)	<i>A</i> (Acquired Property)	<ul style="list-style-type: none">• Must be greater than <u>Date Acquired</u>
<i>VL</i> (Vacant Lot)	<i>A</i> (Acquired Property)	<ul style="list-style-type: none">• Must be greater than <u>Date Acquired</u>

3.2- Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-3 Case Definition (CMC1) Procedure Table to add, locate, modify, change the assignment of, or delete a case.
(continued)

Table 3-3 Case Definition (CMC1) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 alphanumeric characters Format: 999 999999	<p>[REQUIRED] In <i>query</i>, <i>modify</i>, <i>delete</i>, <i>change assignment</i>, and <i>special add</i> modes enter the case number of the property to be reviewed. Enter the case number that appears on the 27011, Block #2.</p> <p><i>Note:</i> For Acquisition Type A (acquired property) or C (conversion of MNA), this data field must be validated in the Claims Insurance interface (Step 0 process) and tied to the HUD office code.</p>
<p>In <i>query</i>, <i>modify</i>, and <i>delete</i> modes, press the <F2> key.</p> <p>Result: The system retrieves and displays the available values of the fields identified here, or:</p> <ul style="list-style-type: none"> In the <i>add</i> mode, if the case number entered is in step 0, the system displays a message directing the user to the Step 0 Cases (CMC0) screen, illustrated and described under Step 0 Cases (CMC0) Screen, to delete the case. In the <i>modify</i> mode, if the case number entered is in step 0, a message displays directing the user to Step 0 Cases (CMC0) screen which is illustrated and described under Step 0 Cases (CMC0) Screen. In the <i>special add</i> mode, if the case number entered is a Step 0 case, the case will be moved from Step 0 to inventory. If the case number entered is an archived case, a message displays directing the user to the Archived Case Query and Reports (ARCS) screen, described and illustrated under Archived Case Query and Reports Query (ARCS) Screen in Chapter 6 – Archive Process. 		
HUD Office Code	N/A	System-generated from the Logon ID entered at system sign-on; display only. The case number is tied to this code. In the change assignment mode (ECMC1), if a property manager is assigned to the case, this field is modified when the user changes entity.
Case #	9 alphanumeric characters Format: 999 999999	<p>This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> This field is not applicable in the <i>add</i> mode. This field is populated based on the entry in the Next Case Number field when the <ENTER> key is pressed.</p>
		System-generated in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field. This data field is protected and may not be changed.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*SOA	2 numeric characters	<p>[REQUIRED] for properties with an acquisition type of <i>R</i> (Repossession). Enter the Section-of-the-Act (SOA) or enter a ? and press the <ENTER> key to select a SOA from the list displayed on the Lookup screen.</p> <p><i>Note:</i> In the modify mode, if the entry in the <u>Acq Type</u> field is <i>H</i> (HECM), the entry in this field must be 911 - 918 or 951-958.</p> <p>System-generated:</p> <ul style="list-style-type: none"> In the add mode, from the IIF Interface if the acquisition type code is <i>A</i> (acquired property) or <i>C</i> (conversion of MNA). In the add mode, based on the entries in the <u>Fee State</u> and <u>Acq Type</u> fields. In the query and modify modes based on the entry in the <u>Next Case Number</u> field. Display only.
Notifcn Date	8 alphanumeric characters Format: mm/dd/yy	<p>[REQUIRED] in the add mode for properties with an acquisition type of conversion of MNA (entry in the Acq Type field is <i>C</i> for Conversion of MNA) and a fee status of <i>CS</i> (custodial). Enter the notification date (the date the HOC Area received notification of the pending acquisition).</p> <p>Not required, for all other properties.</p> <p>This field can be changed in the modify mode.</p> <p>System-generated; in the query and modify modes based on the entry in the <u>Next Case Number</u> field.</p>

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
27011 Recvd Date	8 alphanumeric characters Format: mm/dd/yy	<p>[REQUIRED] in the <i>add</i> mode in all instances EXCEPT where the entry in the <u>Acq Type</u> is <i>C</i> (conversion of MNA) and the entry in the <u>Fee Status Code</u> field is <i>CS</i> (custodial). Enter the received date based upon the date the document was date-stamped by the HOC Area (M&M).</p> <p><i>Note: This date must be less than or equal to the current system date.</i></p> <p>This field is not applicable if the acquisition type is <i>C</i> (abandoned or custodial) and the fee status is <i>CS</i> (custodial).</p> <p>This field can be changed in the <i>modify</i> mode.</p>
		<p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p> <p>This field is blank when this screen is accessed from the <i>reacquisition</i> mode of the Reconveyance Acquisition (CMRA) screen, illustrated and described under Reconveyance Acquisition (CMRA) Screen.</p>
Endorsement Date	N/A	<p>System-generated from the IIF Interface based on the entry in the <u>Case #</u> field; display only.</p> <p>In the add, modify, and special add modes:</p> <ul style="list-style-type: none"> the endorsement date will be entered for acquisition type <i>H</i> (HECM) cases on the modify mode of the ACSA screen the IIF database will populate the endorsement date for acquisition type <i>A</i> (acquired) and <i>C</i> (custodial) cases.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Deed Filed Date	8 alphanumeric characters Format: mm/dd/yy	<p>[REQUIRED] in the add mode in all instances EXCEPT where the acquisition type is conversion of MNA (entry in the <u>Acq Type</u> field is C for conversion of MNA) and the fee status is CS (custodial). Enter the deed-filed date using the 27011, Block #10.</p> <p><i>Note: This date must be less than or equal to the 27011 Recvd Date.</i></p> <p>Not required if the acquisition type is conversion of MNA (entry in the <u>Acq Type</u> field is C for conversion of MNA) and the fee status is CS (custodial).</p> <p>The entry in this field can be changed in the modify mode.</p> <p><i>Note: An entry must be made in this field before title evidence information can be added on the Title Evidence Approval (CMTE) screen, illustrated and described under Title Evidence Approval (CMTE) Screen.</i></p>
		<p>System-generated; in the query and modify modes based on the entry in the <u>Next Case Number</u> field.</p> <p>This field is blank when this screen is accessed from the reacquisition mode of the Reconveyance Acquisition (CMRA) screen, illustrated and described under Reconveyance Acquisition (CMRA) Screen.</p>
Acq. Date	8 alphanumeric characters Format: mm/dd/yy	<p>In the add mode, this field remains blank if the Fee Status code is CS (custodial).</p> <p>System –generated:</p> <ul style="list-style-type: none"> In add mode for all Fee Status codes EXCEPT CS (custodial). Default is the current system date for the first entry for the case. In the query and modify modes based on the entry in the <u>Next Case Number</u> field. <p><i>Note: This field cannot be changed in the modify mode.</i></p>

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Mrtgee #	10 numeric characters	<p>[REQUIRED] in the <i>add</i> mode for cases with an acquisition type of acquired property (entry in <u>Acq Type</u> field is <i>A</i>). Enter the servicing mortgagee number using the 27011, Block #13.</p> <p>If the entry in the <u>Acq Type</u> field is:</p> <ul style="list-style-type: none"> • <i>A</i> (acquired property), this field must validate the IMF Interface and is tied to the HUD office code. The Mortgagee number defaults to zeros. • <i>B</i> (buyback or reacquisition) the Mortgagee number defaults to 990009995 • <i>C</i> (conversion of MNA) the Mortgagee number defaults to 990009995 • <i>D</i> (DOD) the Mortgagee number defaults to 990009995 • <i>H</i> (HECM) the Mortgagee number defaults to 990009995 • <i>L</i> (Legal) the Mortgagee number defaults to 990009995 • <i>R</i> (Repossession) the Mortgagee number defaults to 990009995 • <i>T</i> (Title 1) • 3 (312) the Mortgagee number defaults to 990009995 <p>This entry can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
Loan Num	15 alphanumeric characters	<p>Enter the mortgagee loan reference number using the 27011, Block #14.</p> <p>This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
Orig Mrtg Amt	11 numeric characters (Including formatting characters as necessary)	<p>[REQUIRED] in the <i>add</i> mode for cases with an acquisition type of acquired property (entry in the <u>Acq Type</u> field is <i>A</i>). Enter the original mortgage amount using the 27011, Block #15.</p> <p><i>Note: If the entry in the Acq Type field is A (acquired property), the entry in this data field is validated using the IIF Interface.</i></p> <p>This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Fee Status Code	2 alphabetic characters	<p>[REQUIRED] In the <i>add</i> mode, either enter the Fee Status code, or enter a ? and press the <ENTER> key for the Lookup screen.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p> <p>Note: In the <i>add</i> and <i>modify</i> modes, if the entry in the <u>Acq Type</u> field is :</p> <ul style="list-style-type: none"> A (acquired property) and the entry in the <u>Fee Status</u> field is HV (HUD Vacant) or VL (Vacant Lot), the <u>PM Assigned Date</u> cannot be less than the <u>Date Acquired</u>. H (HECM), the entry in the <u>Fee Status</u> field must be HV (HUD Vacant), CS (Custodial), VL (Vacant Lot), or RT (Rental)
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Damaged	1 alphabetic character Y = Yes N = No	<p>In the <i>add</i> mode, using the 27011, Block #24, enter Y or N to indicate whether or not the property was conveyed in a damaged condition,</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p>
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Amount	11 numeric characters (Including formatting characters as necessary)	<p>[REQUIRED] in the <i>add</i> mode if the entry in the <u>Damaged</u> field is Y, enter the estimated amount of damage using the 27011, Block #27.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p>
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTIONS
*Acq Type	1 alphanumeric character	<p>[REQUIRED] In the add mode, enter the Acquisition Type code or enter a ? and press the <ENTER> key to select the code from the list displayed on the Lookup screen.</p> <p>Note: <i>An A (acquired property) in the Acq Type field is only added by A43 Claims batch through the Step 0 Cases (CMC0) screen, described and illustrated under Step 0 Cases (CMC0) Screen.</i></p> <p>In the add mode, if the acquisition type entered is H (HECM):</p> <ul style="list-style-type: none"> the entry in the <u>Fee Status Code</u> field must be HV (HUD Owned Vacant), CS (Custodial), VL (Vacant Lot), or RT (Rental) The <u>SOA</u> field will default to 911 (HECM Assigned/fixed) The <u>Fund Code</u> field will default to G (general insurance) <p>System-generated; in the query and modify modes based on the entry in the <u>Next Case Number</u> field. This field may not be changed in the modify mode.</p> <p>Note: <i>To change the Acquisition Type code, contact the SFPID</i></p>
Fund Code	1 character	<p>Enter the Fund Code in the special add mode. If the entry in the SOA field is 911-918 or 951-958, the entry in this field must be G (general insurance).</p> <p>System-generated:</p> <ul style="list-style-type: none"> In the add mode from the IIF Interface; display only. In the query and modify modes based on the entry in the <u>Next Case Number</u> field. Display only. If the Acq Type is H (HECM), the system automatically enters 911 in the <u>SOA</u> field and G (general insurance) in the <u>Fund Code</u> field.
Mortgagor Name	30 alphabetic characters	<p>In the add and modify modes, enter the mortgagor's name using the 27011, Block #33.</p> <p>System-generated; in the query and modify modes based on the entry in the <u>Next Case Number</u> field.</p>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Indem Flag		System-generated; flag indicating whether a case is indemnified. The entries for this field are: <ul style="list-style-type: none"> <i>Blank</i>, indicating that the case has never been indemnified <i>Y</i> (Yes), indicating that the indemnification case has been processed <i>D</i> (Delete), indicating that the case was previously indemnified but is not currently indemnified
Street Num	7 numeric characters	[REQUIRED] In the <i>add</i> mode. Enter the street number using the 27011 , Block #33. The entry in this field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Dir Pref	2 alphabetic characters	In the <i>add</i> and <i>modify</i> modes, enter the direction prefix (i.e., NW, SW, NE, SE) using the 27011 , Block #33. Example: NW Maple Avenue System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Street Name	20 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the street name using the 27011 , Block #33. The entry in this field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Dir Suf	2 alphabetic characters	In the <i>add</i> and <i>modify</i> modes, enter the direction suffix (i.e., NW, SW, NE, SE) using the 27011 , Block #33. Example: Maple Avenue, NW System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Unit	6 numeric characters	In the <i>add</i> and <i>modify</i> modes, enter the number of units determined by the number of mortgagors listed using the 27011 , Block #44. System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
City	20 alphanumeric characters	<p>[REQUIRED] in the <i>add</i> mode. Enter the city name.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
County Code	3 numeric characters	<p>In the <i>add</i> and <i>modify</i> modes, enter the county code.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
*State	2 alphabetic characters	<p>[REQUIRED] In the <i>add</i> mod. Enter the State code, or enter ? and press the <ENTER> key for the Lookup screen.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
Zip Code	5 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode. Enter the Zip code using the 27011, Block #33.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
+4	4 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode. System-generated default is four (4) zeros. To change the information, type over the system-generated data.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
*Realty Specialist	8 alphanumeric characters	<p>In the <i>add</i> and <i>modify</i> modes, enter the Logon ID of the realty specialist assigned to this case or enter ? and press the <ENTER> key for the Lookup screen.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
Subdivision	20 alphanumeric characters	<p>In the <i>add</i> and <i>modify</i> modes, enter the subdivision using the 27011, Block #34</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>
Lot	4 alphanumeric characters	<p>In the <i>add</i> and <i>modify</i> modes, enter the lot identification using the 27011, Block #34.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Block	3 alphanumeric characters	In the <i>add</i> and <i>modify</i> modes, enter the block identification using the 27011 , Block #34.
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Plat	2 alphanumeric characters	In the <i>add</i> and <i>modify</i> modes, enter the plat identification using the 27011, Block #34.
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
*Residential Area Code	2 numeric characters	In the <i>add</i> and <i>modify</i> modes, enter the residential area code as established by the HOC Area (M&M), or enter ? and press the <ENTER> key for the Lookup screen.
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.
Revitalization Area	N/A	<p>System-generated; based on the entry in the <u>Next Case Number</u> field. The entry in this field reflects the revitalization flag value from the HUD GeoCoding Mapping system or an internal SAMS zip code table. This field is protected from updates in all modes.</p> <p><i>Note: A case remains in step 1 or 2 until the Revitalization Area flag is set to Y or N. Cases in step 1 that have not been GeoCoded remain in step 1. Reanalyzed cases returned to step 2 remain in step 2 until the case is GeoCoded.</i></p> <p>Based on the address and Zip code combination, a Y (Yes) or an N (No) displays in this field. If it cannot be determined whether the property is or is not in a revitalization area, the system displays an error message on the Reject GeoCode Cases (CMRJ) screen, Reject GeoCode Cases (CMRJ) GOTO Screen. The entry in this field can be changed in the <i>update</i> mode of the Reject GeoCode Cases (UCMRJ) screen.</p>
Key Map	6 alphanumeric characters	In the <i>add</i> and <i>modify</i> modes, enter the map key identification, if available, from information provided by the HOC Area (M&M).
		System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Number Of Units	2 numeric characters	In the add and modify modes, type over the entry displayed using the number of units on the 27011 , Block #43.
		System-generated; default in the add mode is <i>1</i> . In the query , modify , delete , and change assignment modes, the entry displays based on the case selected in the <u>Next Case Number</u> field. This field is protected in the special add mode.
Number Of Occupied Units	2 numeric characters	In the add and modify modes, type over the entry in this field using the number of occupied units indicated on the 27011 , Block #44. The default for this field is <i>00</i> .
		Note: <i>This number must be equal to or less than the value in the Number of Units data field.</i>
		System-generated; default in the add mode is <i>00</i> . In the query , modify , delete , special add , and change assignment modes, the entry displays based on the case selected in the <u>Next Case Number</u> field.
Special Program Fee	3 characters NYO=NY MOU Occupied NYU= NY MOU Unoccupied	<p>If the entry in this field is:</p> <ul style="list-style-type: none"> • NYO (New York MOU Occupied), the user receives a monthly fee based on the <u>Occupied Fee</u> field entry on the MM Contract Special Fee (GBMM) screen, illustrated and described under MM Contract Special Fee (GBMM) Data Screen in Chapter 2 – Global Definitions. The current fee status must be HV (HUD vacant), VL (Vacant Lot), or RT (rentals). • NYU (New York MOU Unoccupied), the user receives a monthly fee based on the <u>Unoccupied Fee</u> field entry on the MM Contract Special Fee (GBMM) screen. The current fee status must be HV (HUD vacant), VL (Vacant Lot), or RT (rentals). <p>Note: <i>Cases receiving the NY MOU property fees (New York only) do not receive any other fee unless the case is sold and reconciled. If the case reconciles, a marketing fee is applied. The entry in this field must be NYO or NYU to use the same fee type for the case.</i></p> <p>Note: <i>This field is protected if the fee status is CS (Custodial).</i></p>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*PM Co Num	12 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode either enter the contract number of the PM assigned to this case, or enter ? and press the <ENTER> key for the Lookup screen.</p> <p>Property Manager Contracts (LPPY) lookup screen, discussed in Chapter 2 – Global Definitions, displays active property manager contracts based on Contract Effective and Contract Expiration date. The entry in this field can be changed in the <i>modify</i> mode.</p>
		<p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p> <p>This field is blank when this screen is accessed from the <i>reacquisition</i> mode of the Reconveyance Acquisition (CMRA) screen, illustrated and described under Reconveyance Acquisition (CMRA) Screen.</p>
*Prop Mgr NAID	10 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode. Either enter the NAID of the PM assigned to this case, or enter ? and press the <ENTER> key for the Lookup screen.</p> <p>The entry in this field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> The system will not allow the user to enter an inactive NAID in this field. The system uses the Contract effective date and contract expiration date rather than contract year to determine inactive/active NAID status.</p>
		<p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the entry in the <u>Next Case Number</u> field.</p> <p>This field is blank when this screen is accessed from the <i>reacquisition</i> mode of the Reconveyance Acquisition (CMRA) screen, illustrated and described under Reconveyance Acquisition (CMRA) Screen.</p>

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
PM Assigned Date	8 alphanumeric characters Format: mm/dd/yy	<p>[REQUIRED] In the add mode the system automatically displays the current system date. The <u>PM Assigned Date</u> field can be modified: In the add and modify modes, if the entry in the Fee Status Code field is:</p> <ul style="list-style-type: none"> <i>HV</i> (HUD owned vacant) or <i>VL</i> (vacant lot) and the entry in the <u>Acq Type</u> field is <i>A</i>, the date entered in this field cannot be earlier than the date entered in the <u>Acq Date</u> field. <i>HV</i> (HUD owned vacant) or <i>CS</i> (custodial), and the entry in the <u>Acq Type</u> field is <i>C</i>, the date entered in this field can be earlier than the date entered in the <u>Acq Date</u> field but not earlier than the date entered in the <u>Notifcn Date</u> field. <i>CS</i> (custodial), and the entry in the <u>Acq Type</u> field is <i>C</i> (conversion of MNA), the date entered in this field cannot be earlier than the date entered in the <u>Notifcn Date</u> field. <p>Note: <i>There are no edit checks on this field in the summary mode.</i></p> <p>Note: <i>The <u>PM Assigned</u> date must be greater than or equal to the <u>PM contract effective date</u> and less than or equal to the <u>current date</u>.</i></p>
		System-generated; default in the add mode is the current system date. In the query, modify, delete, special add, and change assignment modes, the entry displays based on the case selected in the <u>Next Case Number</u> field.
Name	N/A	System-generated; PM's name based on the entry in the Prop Mgr NAID field. Display only.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Appraiser NAID	10 alphanumeric characters	<p>[REQUIRED] In the add mode, the NAID for the first appraiser to whom the case is assigned is entered on this screen in all instances EXCEPT where the entry in the <u>Acq Type</u> fields is C (conversion of MNA) and the entry in the <u>Fee Status Code</u> field is CS (custodial).</p> <p>In the add or modify modes either enter the NAID in this field, or enter a ? and press the <ENTER> key to select a NAID from the list displayed on the Look up screen.</p> <p>Note: The NAID entered must be active for the case's area.</p> <p>Note: When modifying a case to add subsequent appraisers, the appraiser must be added on the new appraiser mode of the URAR Page 1 (NCMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen.</p> <p>Note: An appraiser NAID cannot be entered in this field for a custodial case (Fee Status is CS for custodial).</p>
		System-generated; in the query and modify modes based on the entry in the <u>Next Case Number</u> field.
Date Assigned To Appraiser	8 alphanumeric characters Format: mm/dd/yy	<p>[REQUIRED] In the add mode enter the date the case was assigned to the appraiser. The default for this field is the current system date.</p> <p>Note: The date entered in this field must be later than or equal to the date entered in the <u>Acq Date</u> field.</p> <p>The entry in this field may be changed in the modify mode.</p>
		System-generated; default in the add mode is the current system date. In the query , modify , delete , special add , and change assignment modes, the entry displays based on the case selected in the <u>Next Case Number</u> field.
Name	N/A	System-generated appraiser's name based on the entry in the <u>Appraiser NAID</u> field. Display only.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO CMRJ	1 alphabetic character Format: X	In the <i>query</i> and <i>modify</i> modes, enter an <i>X</i> and press the <ENTER> key to view the reason the case failed the revitalization area check on the Reject GeoCode Cases (CMRJ) screen, described and illustrated under Reject GeoCode Cases (CMRJ) GOTO Screen .
GOTO Remarks	1 alphabetic character Format: X	Enter an <i>X</i> and press the <ENTER> key to create a remark or comment record regarding the status or condition of a property. Result: <i>The system displays the Property Remark (CMPR) screen. Refer to the Property Remark (CMPR) GOTO Screen section for a detailed description of this screen.</i> Note: <i>Only one GOTO option can be selected at a time. If an <i>X</i> is entered in the <u>GOTO CMC0</u> field, no entry is allowed in this field.</i>
GOTO CMC0		Enter an <i>X</i> and press the <ENTER> key to view step 0 case information. Result: <i>The system displays the Step 0 Cases (CMC0) screen. Refer to the Step 0 Cases (CMC0) Screen section for a detailed description of this screen.</i> Note: <i>Only one GOTO option can be selected at a time. If an <i>X</i> is entered in the <u>GOTO Remarks</u> field, no entry is allowed in this field.</i>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-3 Case Definition (CMC1) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
To commit the addition, modification, or deletion of a property from the SAMS active property inventory, press the <ENTER> key.		
<p>Result: The system displays an appropriate error message or successful completion message and:</p> <ul style="list-style-type: none">• in the add mode, creates the new record• in the modify mode, saves the changes to the record• in the delete mode, removes the indicated record• displays the Property Remark (CMPR) screen, illustrated and described under Property Remark (CMPR) GOTO Screen, if an X is entered in the <u>GOTO Remarks</u> field• displays the Step 0 Cases (CMC0) screen, illustrated and described under Step 0 Cases (CMC0) Screen, if an X is entered in the <u>GOTO CMC0</u> field		
<p>Note: Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</p> <ul style="list-style-type: none">• Add another property or case to the SAMS active property inventory• Modify or delete a property from the SAMS active property inventory• Exit this screen		
<p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

3.2- Acquire Property Case Management Tasks (continued)

Reject GeoCode Cases (CMRJ) GOTO Screen

The Reject GeoCode Cases (CMRJ) GOTO screen, illustrated in Figure 3-8, allows authorized users to query cases that failed the HUD GeoCoding process. The screen displays the case number, the reason for the failure, and the date the case was rejected. Authorized HOC and Headquarter users access this screen to:

- set the revitalization area flag to *Y* (Yes) or *N* (No) in the *update* mode
- view the *query* mode of the Case Definition (CMC1) screen, described and illustrated under **Case Definition (CMC1) Screen**, for the specified case

Before You Begin

Gather this information before using the Reject GeoCode Cases (CMRJ) screen, illustrated in Figure 3-8:

- HUD office ID (Headquarters and HOC users)
- Case number for the property to be updated

SCREEN: QCMRJ_ S A M S 01/30/04
CMRJ REJECT GEOCODE CASES QUERY 18:20:00 EST

HUD OFFICE: NEXT CASE NUMBER:

SEL	CASE NUMBER	ERROR MESSAGE	REJECT DATE	REVIT FLAG (Y/N)
-				
-				
-				
-				
-				
-				
-				
-				

HUD OFFICE IS REQUIRED

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

Figure 3-8 Reject GeoCode Cases (QCMRJ) Query Screen

3.2 - Acquire Property Case Management Tasks (continued)

Data Screen Options

On the Reject GeoCode Cases (CMRJ) screen:

- To **locate (query)** a case that has been rejected, enter *QCMRJ* in the Screen field and press the <F2> key.
- From the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**, to **locate (query)** a case that has been rejected, enter *X* in the GOTO CMRJ field and press the <ENTER> key.
- For **HOC and Headquarters users only**, to **update** the revitalization area information for a case that has been rejected, enter *UCMRJ* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions in Table 3-4 Reject GeoCode Cases (CMRJ) Procedure Table to view or update the GeoCode revitalization area information for a case.

Table 3-4 Reject GeoCode Cases (CMRJ) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	[REQUIRED] For Headquarters and HOC users in the update mode, enter the HUD office of the cases to be viewed in the <i>query</i> and <i>update</i> modes, enter the HUD Office identifier.
		System-generated; for HOC area users based on the HUD office associated with the user logon ID or when this screen is accessed from the <u>GOTO CMRJ</u> field on the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen .
Next Case Number	9 alphanumeric characters	Enter the identification number a specific case to display, if desired,.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the appropriate values for the fields listed here.</i>		
Sel	1 alphabetic character X =CMC1 screen M =Modify	In this field: <ul style="list-style-type: none">• enter an <i>X</i> to display the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen, in <i>query</i> mode for the case identified in the <u>Case Number</u> field.• HOC and Headquarters users only, enter an <i>M</i> (modify) in the <i>update</i> mode to update the <u>Revit Flag (Y/N)</u> field.
Case Number		System-generated; based on the rejected cases associated with the entry in the <u>HUD Office</u> field.
Error Message		System-generated; error message associated with the case selected in the <u>Case Number</u> field.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-4 Reject GeoCode Cases (CMRJ) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Reject Date		System-generated; date that the case was rejected, based on the case selected in the <u>Case Number</u> field.
Revit Flag (Y/N)	1 alphabetic character Y =Yes N =No	For Headquarters and HOC users only, enter: <ul style="list-style-type: none">• <i>Y</i> (Yes) to indicate that the case is in a revitalization area• <i>N</i> (No) to indicate that the case is not in a revitalization area.
		System-generated; in the <i>query</i> and <i>update</i> modes. The default for this field is blank.
<p>Press the <ENTER> key.</p> <p>Result: <i>The system displays an appropriate error message or:</i></p> <ul style="list-style-type: none">• <i>displays the query mode of the Case Definition (QCMCI) screen, illustrated and described under Case Definition (CMCI) Screen, if an X was entered in the <u>Sel</u> field for a case.</i>• <i>displays the successful completion message, updates the revitalization flag for the specified case, if an entry was made in the <u>Revit Flag (Y/N)</u> field, and removes the case from the rejected cases listing.</i> <p>Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• <i>View additional rejected cases</i>• <i>Update the revitalization flag for additional cases</i>• <i>Exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

Property Remark (CMPR) GOTO Screen

The Property Remark (CMPR) GOTO screen, illustrated in Figure 3-9, allows the user to record additional information about a property or case event in SAMS. The information may be retrieved to track actions taken on a case (such as excluding a case from inventory or adding a special case that is not usually included in inventory) and provide a summary of actions from the time a case was first entered into the system.

Caution

Once a remark is added to SAMS, it cannot be deleted or modified. Review the information entered prior to saving the record.

The Property Remark (CMPR) screen may be accessed directly from the Case Management 2 (LMC2) Menu, described and illustrated under **Case Management 2 Menu (LMC2)** or as a GOTO screen from various data screens throughout SAMS. The system allows a maximum of 999 remarks per case. Each remark description line is limited to 70 alphanumeric characters. The system does not provide the ability to word-wrap.

Note

To add a remark that requires more than 70 characters, create additional remarks numbered sequentially. The description line only allows the use of single embedded blanks. Text entered on a Remark GOTO screen line **does not** word-wrap (e.g., automatically move to the next available line).

Reminder

Once a remark is added, it cannot be deleted or modified.

3.2- Acquire Property Case Management Tasks (continued)

Before You Begin

Gather the information, notes, or comments pertinent to this entry before accessing the Property Remark (CMPR) GOTO screen.

S A M S 07/05/02 10:04:17 EST

SCREEN: ACMPR_ CMPR PROPERTY REMARK ADD

NEXT CASE NUMBER: _____ PROPERTY REMARK NUMBER: _____

CASE NUMBER

REMARK NUM	REMARK	*PROPERTY REMRK SRC	LOGON	DATE CREATED

RETURN: _

CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

Figure 3-9 Property Remark (ACMPR) Add Screen

Data Screen Options

The Property Remark (CMPR) screen displays:

- In the **add** mode when accessed as a GOTO option from another screen such as , the Case Definition (CMC1), the Property Description (CMC2), the URAR Page 2 (CMU2), the Case Disposition Program (CMC3), the Ready-to-List (CMRL), the Preliminary Acceptance (CMPA), or the Offer Acceptance (CMOA) screens; described and illustrated under **Case Definition (CMC1) Screen, Property Description (CMC2) Screen, URAR Page 2 (CMU2) GOTO Screen, Case Disposition Program (CMC3) Screen, Ready to List (CMRL) Screen, Preliminary Acceptance (CMPA) Screen, and Offer Acceptance (CMOA) Screen**, respectively.
- In the **query** mode when accessed by entering *QCMPR* in the Screen field.

3.2 - Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-5 Property Remark (CMPR) Procedure Table to locate or add remarks and comments about a property:

Table 3-5 Property Remark (CMPR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 alphanumeric characters	[REQUIRED] if the screen is not accessed through a data screen. Enter the desired case number. System-generated; key field in the <i>add</i> mode based on the case number entered on the data screen used to access this GOTO screen; display only.
Property Remark Number	3 numeric characters	To search for an existing specific property remark or add a new remark for the case identified in the <u>Next Case Number</u> field, enter the desired remark number in this field. System-generated; key field in the <i>add</i> mode based on the case number selected on the data screen used to access this GOTO screen.
To search for a specific remark number associated with the case number displayed, press the <F2> key. Result: <i>SAMS retrieves and displays the available values of the fields identified here. A maximum of five remarks display at a time on the screen. To review additional remarks for the case, press the <ENTER> key or the <F8> key.</i>		
Case Number	N/A	System-generated; from the entry in the <u>Next Case Number</u> field, display only.
Remark Num	3 numeric characters	[REQUIRED] In the <i>add</i> mode, enter the property remark number following the numbering sequence established in the HOC Area guidelines. System-generated; in the <i>query</i> mode based on the selection criteria entered.
Remark	70 alphanumeric characters	[REQUIRED] System-generated in the <i>query</i> mode based on the selection criteria entered. In the <i>add</i> mode, enter the property remark regarding the case.
*Property Remark Scr	2 alphanumeric characters	[REQUIRED] System-generated in the <i>query</i> mode based on the selection criteria entered. In the <i>add</i> mode, either enter the property remark source code, or enter a ? and press the <ENTER> key to make a selection from the Lookup screen. <i>Note:</i> A new property remark source code can be added to the Lookup screen, as needed.
Logon	N/A	System-generated; once the <ENTER> key is pressed; display only. Information in the <u>Logon</u> field is based upon the user's Logon ID.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-5 Property Remark (CMPR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Date Created	N/A	System-generated; as the current system date; display only.
Return	1 alphabetic character X	Enter an <i>X</i> and press the <ENTER> key to return to the last screen displayed. Result: <i>When accessed as a GOTO screen, entering an X in this field displays the screen used to access this screen.</i>
<p><i>To commit the addition of a comment, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or:</i></p> <ul style="list-style-type: none">• <i>In the add mode, creates a new record for the comment entered</i>• <i>In the query mode, refreshes the screen with the next group of comments or displays a comment indicating that no additional remarks remain to be displayed.</i>• <i>In the add mode if an X is entered in the <u>Return</u> field, displays the screen used to access the record as a GOTO screen:</i><ul style="list-style-type: none">• <i>the Case Definition (CMC1) screen, described and illustrated under Case Definition (CMC1) Screen</i>• <i>the Property Description (CMC2 screen), described and illustrated under Property Description (CMC2) Screen</i>• <i>the URAR Page 2 (CMU2) screen, described and illustrated under URAR Page 2 (CMU2) GOTO Screen</i>• <i>the Case Disposition Program (CMC3) screen, described and illustrated under Case Disposition Program (CMC3) Screen</i>• <i>the Ready-to-List (CMRL) screen, Ready to List (CMRL) Screen</i>• <i>the Preliminary Acceptance (CMPA) screen, described and illustrated under Preliminary Acceptance (CMPA) Screen</i>• <i>the Offer Acceptance (CMOA) screen, described and illustrated under Offer Acceptance (CMOA) Screen</i> <p>Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• <i>View additional rejected cases</i>• <i>Update the revitalization flag for additional cases</i>• <i>Exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

3.2 - Acquire Property Case Management Tasks (continued)

Property Description (CMC2) Screen

The Property Description (CMC2) data screen, illustrated in Figure 3-3, allows authorized HOC Area (M&M) staff to record the information from the Property Manager's initial inspection. This is an optional data screen and does not affect whether the case moves to step 2.

Note

The Property Description (CMC2), URAR Page 1 (CMUR), and Case Disposition Program (CMC3) screens contain several identical data fields. For data entered in one of these identical data fields on any of these data screens, the system automatically updates the related fields on the other two data screens. The URAR Page 1 (CMUR) screen and the Case Disposition Program (CMC3) screen are illustrated and described under **URAR Page 1 (CMUR) Screen**, or **Case Disposition Program (CMC3) Screen**, respectively.

Before You Begin

Gather this information before using the Property Description (CMC2) screen:

- Case number for a property in step 1
- Form HUD-9516-A, Initial Inspection Report Condition of Property
- Certification of Inspection for Defective Paint Surfaces document
- Environmental Compliance Record document

S A M S		04/29/04
SCREEN: A C M C 2 _	CMC2 PROPERTY DESCRIPTION ADD	11:11:16 EST
NEXT CASE NUMBER: _ _ _ _		
CASE NUMBER:		
		CASE STEP
PM CONTRACT NUMBER		PM NAID
PM ASSGND DATE		INSPECTION FORM RECD DATE:
NUMBER OF OCCUPIED UNITS		
CONDO:		HOA BACK FEE OWED:
HOA FEES PER PERIOD:		HOA FEE PERIOD:
MORTGAGEE NEGLECT:		TREATMENT AMOUNT: \$
DEFECTIVE PAINT:		
HISTORIC DISTRICT:	NATIONAL REGISTER:	AIRPORT ZONE:
REVITALIZATION AREA:		
RECOMMENDED REPAIRS: _		GOTO REMARKS: _
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-10 Property Description (ACMC2) Query Screen

3.2- Acquire Property Case Management Tasks (continued)

Data Screen Options

On the Property Description (CMC2) screen:

- To **locate** (query) the information previously entered for a case, enter *QCMC2* in the Screen field and press the <F2> key.
- To **add** the information for a case, enter *ACMC2* in the Screen field and press the <F2> key.
- To **modify** the information previously entered for a case, enter *MCMC2* in the Screen field and press the <F2> key.
- To **delete** the information previously entered for a case, enter *DCMC2* in the Screen field and press the <F2> key.
- To **update** the revitalization flag for a case, Headquarters superusers, GTM, and GTR, enter *UCMC2* in the Screen field and press the <F2> key.

Note

After updating the revitalization flag in the **update** mode of the Property Description (UCMC2) screen, the user can update the other fields on the record through the **modify** mode.

Procedure Table Follow the instructions in the Table 3-6 Property Description (CMC2) Procedure Table to locate, add, modify, or delete a PM's Initial Inspection Report for a case:

Table 3-6 Property Description (CMC2) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters Format: 999 999999	[REQUIRED] Enter the case number in this key field, using Form 9516-A, Block #2, to search for a specific case number.
<i>Press the <F2> key.</i>		
Result: SAMS retrieves and displays <i>the available values of the fields identified here.</i>		
Case Number	N/A	System-generated from the <u>Next Case Number</u> field; display only.
[Street Address]	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen. display only.
[City, State, Zip]	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen. display only.
Case Step	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen. display only.
PM Contract Number	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen. display only.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-6 Property Description (CMC2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
PM NAID	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen . display only.
PM Assgnd Date	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen . display only.
Inspection Form Recd Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the date-stamped by the HOC Office (M&M) on the inspection form. This date must be equal to or greater than the <u>PM Assgnd Date</u> .
Number Of Occupied Units	2 numeric characters	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen . The system defaults to <i>00</i> if no data were entered on the Case Definition (CMC1) screen. This field may be modified. <i>Note: The entry in this field must be less than or equal to the entry in the <u>Number of Units</u> field on the Case Definition (CMC1) screen. If the user modifies the <u>Number of Occupied Units</u> field on this screen, the system changes the value on the Case Definition (CMC1) screen to match.</i>
Condo	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether the property is a condominium or not. A separate attachment to the 9516-A is included for the property if it is a condominium.
		System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen , but may be modified.
HOA Back Fee Owed	10 numeric characters (Including formatting characters as necessary)	[REQUIRED] Enter the homeowner's association back fees owed on the property, if applicable, when the <u>HOA Fees Per Period</u> data field is NOT blank. This information is located on an attachment to the 9516-A if the property is subject to HOA fees. The PM should have this information or the HOA may be contacted directly.
		System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen , but may be modified on this screen.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-6 Property Description (CMC2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
HOA Fees Per Period	10 alphanumeric characters (Including formatting characters as necessary)	[REQUIRED] Enter the amount of the HOA fees due during a single billing period if the property is subject to HOA fees and when the <u>HOA Back Fee Owed</u> field is NOT Blank. System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen , but may be modified on this screen.
HOA Fee Period	2 alphabetic characters AN = Annually MO = Monthly QU = Quarterly SA = Semi-annually	Enter the category period that the HOA considers a single billing period. System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen , but may be modified on this screen.
Mortgagee Neglect	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> using the 9516-A, Block #10 to indicate damage resulting from mortgagee neglect.
Defective Paint	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate that defective paint surfaces were found, as indicated on the <i>Certification of Inspection for Defective Paint Surfaces</i> Form. Note: If the entry in this field is: <ul style="list-style-type: none"> <i>N (No) or blank, the entry in the <u>Treatment Amount</u> field must be 0.</i> <i>Y (Yes), the entry in the <u>Treatment Amount</u> field must be greater than 0.</i> System-generated if previously entered on the URAR Page 1 (CMUR) or Case Disposition Program (CMC3) screen, but may be modified on this screen. These screens are illustrated and described under URAR Page 1 (CMUR) Screen and Case Disposition Program (CMC3) Screen , respectively.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-6 Property Description (CMC2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Treatment Amount	6 numeric characters (whole dollars only)	<p>[REQUIRED] When the <u>Defective Paint</u> data field = <i>Y</i>:</p> <ul style="list-style-type: none"> Enter the estimated treatment amount, as shown on the <i>Certification of Inspection for Defective Paint Surfaces</i> form. Entry in this field must be greater than 0. <p>Note: If the entry in the <u>Defective Paint</u> field is:</p> <ul style="list-style-type: none"> <i>N (No)</i> or blank, the entry in this field must be 0. <i>Y (Yes)</i>, the entry in this field must be greater than 0.
		System-generated if previously entered on the URAR Page 1 (CMUR) or Case Disposition Program (CMC3) screen. These screens are illustrated and described under URAR Page 1 (CMUR) Screen and Case Disposition Program (CMC3) Screen , respectively.
Historic District	1 alphabetic character Y = Yes N = No	<p>Enter <i>Y</i> or <i>N</i> to show whether or not the property is located in a designated historic district, as indicated on the Environmental Compliance Record document.</p> <p>System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen, but may be modified on this screen.</p>
National Register	1 alphabetic character Y = Yes N = No	<p>Enter <i>Y</i> or <i>N</i> to show whether or not the property is listed on the National Register, as indicated on the Environmental Compliance Record document.</p> <p>System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen, but may be modified on this screen.</p>
Airport Zone	1 alphabetic character Y = Yes N = No	<p>Enter <i>Y</i> or <i>N</i> to show whether or not the property is located in an airport runway clear zone, as indicated on the Environmental Compliance Record document.</p> <p>System-generated if previously entered on the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen, but may be modified.</p>

3.2- Acquire Property Case Management Tasks (continued)

Table 3-6 Property Description (CMC2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Revitalization Area	1 alphabetic character Y=Yes N-No Blank=Rejected	<p>The entry in this field can be changed by Headquarters (SU), GTM ((TM), or GTR (TR) personnel in the update mode for cases in step 5 or lower:</p> <ul style="list-style-type: none">• from Y (Yes) to N (No)• from N (No) to Y (Yes) <p>If the field is blank, no entry is allowed in this field since this indicates that the case was either rejected or not processed by the GeoCode.</p> <p>Note: <i>The entry in this field cannot be changed for cases in step 6 or higher.</i></p>
Repairs Recommended	1 alphabetic character X	<p>Enter <i>X</i> and press the <ENTER> key to recommend repairs be made to a property.</p> <p>Result: <i>The system displays the Repairs Required (CMRP) screen. Refer to the Repairs Required (CMRP) GOTO Screen section for details.</i></p> <p>Note: <i>Only one GOTO option can be selected at a time. If an <i>X</i> is entered in the <u>GOTO Remarks</u> field, no entry is allowed in this field.</i></p>
GOTO Remarks	1 alphabetic character X	<p>Enter <i>X</i> and press the <ENTER> key to add remarks or comments about a property.</p> <p>Result: <i>The system displays the Property Remark (CMPR) screen. Refer to the Property Remark (CMPR) GOTO Screen section for details.</i></p> <p>Note: <i>Only one GOTO option can be selected at a time. If an <i>X</i> is entered in the <u>Repairs Recommended</u> field, no entry is allowed in this field.</i></p>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-6 Property Description (CMC2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
<i>To commit the addition of a description for a property or case, press the <ENTER> key.</i>		
Result: <i>The system displays the successful completion message or:</i> <ul style="list-style-type: none">• <i>displays the Repairs Required (CMRP) screen, illustrated and described under Repairs Required (CMRP) GOTO Screen</i>• <i>displays the Property Remark (CMPR) screen, illustrated and described under Property Remark (CMPR) GOTO Screen</i>		
Note: <i>Press the <ENTER> key again to clear any message before attempting to:</i> <ul style="list-style-type: none">• <i>add another property description</i>• <i>exit this screen</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.2- Acquire Property Case Management Tasks (continued)

Repairs Required (CMRP) GOTO Screen

The Repairs Required (CMRP) GOTO data screen, illustrated in Figure 3-11, identifies the repairs that are required for a property to return it to a marketable condition. On this GOTO screen add or modify recommendations for repairs to a property using the **summary maintenance (S)** mode.

If repair recommendations have been previously entered from the PM and the appraiser, they are displayed on this data screen. In addition, new repair recommendations may be added. Once all repairs have been listed, use the Recommend field to indicate recommendations for each repair item.

Before You Begin

Gather this information before using the Repairs Required (CMRP) screen:

- The original source document for reference - Form HUD-9516-A, Initial Inspection Report-Condition of Property
- The original source document for reference - Form Uniform Residential Appraisal Report
- Case number or other information about the property to use as search criteria to locate the property record

SCREEN: ACMRP		S A M S		07/05/02	
		CMRP REPAIRS REQUIRED ADD		10:05:47 EST	
NEXT CASE NUMBER: <u> </u>					
CASE NUMBER		ADDRESS			
REPAIR NUMBER	SOURCE FO APPRSL PM	MPS REPAIR REQUIRED	ESTIMATED COST	RECOMMEND R/C/N	RECOMMEND DATE
DESC:					
DESC:					
DESC:					
DESC:					
PROGRAM REPAIR AMOUNT		RAL AMOUNT		RETURN: <u> </u>	
CASE HUD OFFICE PREFIX IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR					

Figure 3-11 Repairs Required (ACMRP) Add Screen

3.2 - Acquire Property Case Management Tasks (continued)

Data Screen Options

On the Repairs Required (CMRP) screen:

- To **add** or **modify** (*summary maintenance*) recommendations for repairs to a property in the **summary maintenance** (S) mode, enter an *X* in the GOTO Repairs field on the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**.
- To **locate** (*query*) the information previously entered for a case, enter *QCMRP* in the Screen field and press the <F2> key.
- To **add** recommendations for repairs to a property, enter *ACMRP* in the Screen field and press the <ENTER> key

Note

All [REQUIRED] fields must be completed for the current disposition program, if the disposition program sales type is IC (Insured with Condition). If the disposition program has a repair amount of 0, the user receives an error message requesting completion of the Insurable flag, List Price, and Alt List Price fields on the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**.

Procedure Table Follow the instructions on Table 3-7 Repairs Required (CMRP) Procedure Table to add or modify repair recommendations for a case disposition program:

Table 3-7 Repairs Required (CMRP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	N/A	System-generated key field from the case number entered on the data screen used to enter this GOTO screen; display only.
Case Number	N/A	System-generated from the <u>Next Case Number</u> field; display only.
Address	N/A	System-generated from the Case Definition (CMC1) screen; illustrated and displayed under Case Definition (CMC1) Screen . display only.
Opt	1 alphabetic character A = Add M =Modify	Enter <i>A</i> to add a repair recommendation. Enter <i>M</i> to modify a repair recommendation or to enter a response (<i>R</i> for Repair Authorization Letter, <i>C</i> for Contract, or <i>N</i> for Not Recommended) in the <u>Recommend R/C/N</u> data field.
Desc	70 alphanumeric characters	Enter the description of the recommended repair.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-7 Repairs Required (CMRP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Repair Number	3 numeric characters	[REQUIRED] System-generated in the <i>modify</i> mode; display only. In the <i>add</i> mode, enter the repair number to be assigned for this entry.
Source FO Appraisal PM	1 alphabetic character A = Appraiser F = Field Office/HOC Area code P = Property Manager	[REQUIRED] System-generated in the <i>modify</i> mode based on the case selected; can be modified. To <i>add</i> an additional repair recommendation, enter the code to identify the source (Appraiser, Field Office/HOC Area, Property Manager) of the recommendation.
MPS Repair Required	1 alphabetic character Y = Yes N = No	To <i>add</i> an additional repair recommendation, enter <i>Y</i> or <i>N</i> to indicate whether or not the repair is required to meet a Minimum Property Standard (MPS). System-generated in the <i>modify</i> mode. This field displays the original response entered into the system, but it may be modified.
Estimated Cost	7 numeric characters (whole dollars only)	To make adjustments to the cost, enter the estimated cost for the repair. This field can be blank if the <u>Sales Type</u> on the Case Disposition Program (CMC3) screen, illustrated and described under Case Disposition Program (CMC3) Screen , is <i>IC</i> (Insured with Condition).
Recommend R/C/N	1 alphabetic character R = RAL C = Contract N = Not Recommended	In the <i>summary maintenance (add or modify)</i> mode, to record a recommended response for a repair either enter: <ul style="list-style-type: none"> • <i>R</i> (repair authorization letter - RAL), for those items authorized for repair that <i>do not require</i> a purchase order or contract) • <i>C</i> (contract), for those items that <i>do require</i> a purchase order or contract) to indicate the repair authorization method • <i>N</i> to indicate that repairs are not recommended. System-generated in the <i>query</i> mode.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-7 Repairs Required (CMRP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Recommend Date	N/A	System generated as the current system date; display only.
Program Repair Amount	N/A	System-generated dollar amount calculation totaling the <i>R</i> (RAL) + <i>C</i> (contract) estimated costs; display only. This total will be carried forward to the <u>Repair Amount</u> data field on the Case Disposition Program (CMC3) screen. Refer to the Case Disposition Program (CMC3) Screen section for details.
RAL Amount	N/A	System-generated dollar amount calculation totaling the <i>R</i> (RAL) estimated costs; display only. This total will be carried forward to the <u>RAL Amount</u> data field on the Case Disposition Program (CMC3) screen. Refer to the Case Disposition Program (CMC3) Screen section for details.
Return	1 alphabetic character X	Enter <i>X</i> to return to the Case Disposition Program (CMC3) screen. Result: <i>The system displays the Case Disposition Program (CMC3) screen, illustrated and described under Case Disposition Program (CMC3) Screen.</i>
<p><i>To commit the addition or modification of recommended repairs for a property or case, press the <ENTER> key.</i></p> <p>Result: <i>The system displays the successful completion message or:</i></p> <ul style="list-style-type: none"> <i>in the summary maintenance (add) mode, creates the repair record for the case</i> <i>in the summary maintenance or query mode displays the Repairs Required (CMRP) screen, illustrated and described under Repairs Required (CMRP) GOTO Screen, to add or view additional repair recommendations</i> <i>in the summary maintenance or query mode displays the Property Remark (CMPR) screen, illustrated and described under Property Remark (CMPR) GOTO Screen, to add or modify a recommended response for a repair</i> <p>Note: <i>Press the <ENTER> key again to clear any message before attempting to:</i></p> <ul style="list-style-type: none"> <i>add another property description</i> <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

3.2- Acquire Property Case Management Tasks (continued)

URAR Page 1 (CMUR) Screen

The Uniform Residential Appraisal Report (URAR) Page 1 (CMUR) data screen, illustrated in Figure 3-12, allows authorized HOC Area (M&M) staff to record an appraisal for a case or change the appraiser. This information is found on the Uniform Residential Appraisal Report (URAR). Required information on this data screen must be entered before a case can move to step 2.

The Property Description (CMC2), URAR. Page 1 (CMUR), and Case Disposition Program (CMC3) screens contain several identical data fields. If data are entered for one of these identical data fields on any of these data screens, the system automatically updates the other two data screens. The Property Description (CMC2) and Case Disposition Program (CMC3) screens are illustrated and described under **Property Description (CMC2) Screen** and **Case Disposition Program (CMC3) Screen**, respectively.

Note

A case remains in step 1 or 2 until the Revitalization Area flag is populated with Y (Yes) or N (No). Cases in step 1 that have not been GeoCoded remain in step 1. If the Revitalization Area flag for a case is blank, an appraisal cannot be added to the case. Reanalyzed cases moved back to step 2 remain in step 2 until the case is GeoCoded.

If the case has a custodial fee status with an acquisition type of *H* (HECM), a disposition program cannot be created on the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**,

Note

The URAR has two pages (screens). The first page is the URAR Page 1 (CMUR) screen, illustrated in Figure 3-12; the second page is the URAR Page 2 (CMU2) GOTO screen, illustrated in Figure 3-13.

3.2 - Acquire Property Case Management Tasks (continued)

Before You Begin

Gather this information before using the URAR Page 1 (CMUR) and URAR Page 2 (CMU2) screens:

- Case that is in step 1
- Case number for the property
- Form Uniform Residential Appraisal Report, (referred to as the URAR)
- Amount of any back-owed HOA or condominium fees as indicated by the PM
- Environmental Compliance Record
- Land (no structure existing) - Land Appraisal Report, or similar document

SCREEN: ACMUR_		S A M S		07/05/02	
		CMUR URAR ADD		10:02:17 EST	
NEXT CASE NUMBER: _ _ _ _ _		APPRAISAL NUMBER: 0			
CASE NUMBER		ADDRESS			
CASE STEP					
*APPRS NAID:		APPRS ASSGND DATE:		URAR RECD DATE:	
CONDO:	HOA BACK FEES:	HOA FEES/PERIOD:		PERIOD:	
	AVERAGE PRICE:	AVERAGE AGE:		*PLU:	
IRREGULAR LOT:		WIDTH:		DEPTH:	
SQRE FOOT/ACRG AMNT:		VACANT LOT:		COMPLIES W/ZONING:	
FLOOD ZONE:		MAP NUMBER:			
GAS TYPE:		WATER TYPE:		SEWER TYPE:	
AIRPORT ZONE:		HISTORIC DIST:		NATIONAL REGISTER:	
UNITS:		STORIES:		PROPERTY TYPE:	
*PROPERTY DESIGN:		AGE: 000			
*EXTERIOR TYPE:		MANUFACTURED HOME:			
*FOUNDATION TYPE:		BASEMENT TYPE:		NEXT PAGE: _	
CASE HUD OFFICE PREFIX IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR					

Figure 3-12 URAR ADD (ACMUR) Screen

3.2- Acquire Property Case Management Tasks (continued)

Data Screen Options

On the URAR Page 1(CMUR) screen:

- To **locate** (query) information previously entered using the URAR for a case, enter *QCMUR* in the Screen field and press the <F2> key. Selecting the Next Page option displays the second page and allows the user to query the URAR Page 2 (CMU2) screen, described and illustrated under **URAR Page 2 (CMU2) GOTO Screen**.
- To **add** appraisal information using the URAR for a case, enter *ACMUR* in the Screen field and press the <F2> key. To add the URAR information, the Appraiser NAID and Date Assigned to Appraiser data fields must have been completed on the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**. If this information was omitted on the Case Definition (CMC1) screen, such as for cases that have come through the Claims Insurance interface, the appraiser information must be added. Use the **new** (N) option mode, shown below, to add an appraiser.
- To **modify** information previously entered using the URAR for a case, enter *MCMUR* in the Screen field and press the <F2> key. Select the Next Page option to move to the URAR Page 2 (CMU2) screen, illustrated and described under **URAR Page 2 (CMU2) GOTO Screen**, to modify data fields for the second page of the URAR form.
- To **delete** an appraisal, enter *DCMUR* in the Screen field and press the <F2> key.
- To assign a **new appraiser** on a case, enter *NCMUR* in the Screen field and press the <F2> key. This option may be used to add an appraiser assignment for cases that have come through the Claims Insurance interface or for custodial cases that have been converted to HUD-owned. The only accessible data fields are the Appraiser NAID and Appraiser Assigned Date in this option mode. Only the second and subsequent appraisers can be entered using this screen. The first appraiser record is entered through the Case Definition (CMC1) screen.

3.2 - Acquire Property Case Management Tasks (continued)

*Data Screen
Options
(continued)*

Note

Use the **add** mode of the URAR Page 1 (ACMUR) screen to add appraisal data after using the **new appraiser** mode of the URAR Page 1 (NCMUR) screen to assign an appraiser.

Procedure Table Follow the instructions in Table 3-8 URAR Page 1 (CMUR) Procedure Table to add, modify, delete or query information for a case on the URAR Page 1 (CMUR) screen.

Table 3-8 URAR Page 1 (CMUR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] Enter the case number in this key field to search for a specific case number.
Appraisal Number	N/A	System-generated with a <i>I</i> ; display only. This key field may be overtyped in the add mode to add appraisal data to an assigned appraiser. [REQUIRED] <ul style="list-style-type: none">In the query, modify and delete option modes to search for a specific case number, enter the desired appraisal number in this field.In the new option mode, enter the <i>next available</i> appraisal number.In the add mode, enter the appraisal number or enter ? and press the <ENTER> key for the Lookup table.
<i>In the query, modify and delete option modes, press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Case Number	N/A	System-generated from the Next Case Number; display only.
Address	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only.
Case Step	N/A	System-generated step based on system validation criteria; display only.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-8 URAR Page 1 (CMUR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Apprsr NAID	N/A	<p>In the new appraiser mode, enter ? and press the <ENTER> key for the Lookup table.</p> <p>Note: If the <i>Revitalization Area</i> is blank, an appraiser cannot be added on this screen. GeoCoding is required in step 1 or step 2 (for re-analyzed cases).</p> <p>Note: After the first appraiser information is entered through the (CMC1) screen, second or subsequent appraisers can be entered through the new appraiser mode of this screen (NCMUR).</p> <p>Note: The NAID entered must be active in the case's area.</p>
		System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only.
Apprsr Assgnd Date	8 alphanumeric characters Format: mm/dd/yy	<p>The entry in this field can be edited in the new appraiser mode. The date entered cannot be earlier than the date the property was acquired, except for cases with a completed appraisal (reacquired). To change these dates, access the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen.</p>
		System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only. Must be greater than or equal to the property Date Acquired on the Case Definition (CMC1) screen.
URAR Recd Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the URAR received date based upon the date the document was date-stamped by the HOC Area (M&M). This date must not be earlier than the date in the <u>Appraiser Assigned Date</u> field.
Condo	1 alphabetic character Y = Yes N = No	<p>Enter <i>Y</i> or <i>N</i> to show whether or not the property is a condominium based on the information on the URAR form, Section: Subject, Line: Condominium (HUD/VA only).</p>
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-8 URAR Page 1 (CMUR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
HOA Back Fees	10 numeric characters (Including formatting characters as necessary)	If there are homeowners or condo association (HOA) back fees that are owed on the property, enter that amount. This information <i>is not</i> found on the URAR. The PM should have this information or the HOA may be contacted directly.
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.
HOA Fees/Period	10 numeric characters (Including formatting characters as necessary)	Enter the amount of HOA fees due during a single billing period using the URAR form, Section: Subject, Line: HOA\$.
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.
Period	2 alphabetic characters AN = Annually MO = Monthly QU = Quarterly SA = Semi-annually	Enter the category period that the HOA considers a single billing period using the URAR form, Section: Subject, Line: HOA\$.
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.
Average Price	9 numeric characters (whole dollars only)	[REQUIRED] Enter the average price using the URAR form, Section: Neighborhood, Block: Single-Family Housing, Line: PRICE (use the amount listed below Predominant).
Average Age	3 numeric characters	Enter the average age using the URAR form, Section: Neighborhood, Block: Single-family Housing, Line: AGE (use the number of years listed below Predominant).
*PLU	1 alphabetic character	Either enter the code for the predominant land use (PLU), or enter ? and press the <ENTER> key for the Lookup screen. Determine the PLU by using the highest percentage indicated using the URAR form, Section: Neighborhood, Block: Present Land Use %.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-8 URAR Page 1 (CMUR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Irregular Lot	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the lot has an irregular shape using the URAR, Section: Site, Line: Shape. <ul style="list-style-type: none"> To have the system not calculate the total square footage and display it in the <u>Sqre Foot/Acrg Amnt</u> data field, enter a <i>Y</i> or leave this data field blank. To have the system calculate the total square footage and display it in the <u>Sqre Foot/Acrg Amnt</u> data field, enter an <i>N</i> in this field and complete the <u>Width</u> and <u>Depth</u> data fields.
Width	7 numeric characters	Enter the width of the property (usually the first number shown; include partial numbers) using the URAR, Section: Site, Line: Dimensions.
Depth	7 numeric characters	Enter the depth of the property (usually the second number shown; include partial numbers) using the URAR, Section: Site, Line: Dimensions.
Sqre Foot/Acrg Amnt	13 numeric characters	Enter a value in this field to record the square footage or acreage total. This field is blank, if the <u>Irregular Lot</u> data field is blank or = <i>Y</i> . System-generated if an <i>N</i> is entered in the <u>Irregular Lot</u> data field and the <u>Width</u> and <u>Depth</u> fields are completed. This field displays the total square footage calculation.
[unlabeled data field: square footage and acreage identification]	1 alphabetic character S = Square footage A = Acreage	System-generated default for this field is an <i>S</i> (square footage) when the case number is initially entered. Change the <i>S</i> to an <i>A</i> in this field, if the size of the lot is expressed in acreage rather than square feet.
Vacant Lot	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the lot is vacant using the URAR, Section: Description of Improvements, Block: General Description.
Complies W/Zoning	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property complies with zoning using the URAR, Section: Site, Line: Zoning Compliance. <ul style="list-style-type: none"> If Legal or Legal Nonconforming (Grandfathered Use) are marked, enter <i>Y</i>. If Illegal is marked, enter <i>N</i>. If No Zoning is marked, leave the data field blank.
Flood Zone	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property is located in a flood zone using the URAR, Section: Site, Line: FEMA [Federal Emergency Management Agency] Special Flood Hazard Area.
Map Number	20 alphanumeric characters	Enter the FEMA map number using the URAR, Section: Site, Line: FEMA Map No.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-8 URAR Page 1 (CMUR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Gas Type	1 alphabetic character P = Public O = Other	Enter the category of gas using the URAR, Section: Site, Line: Gas.
Water Type	1 alphabetic character P = Public O = Other	Enter the water category using the URAR, Section: Site, Line: Water.
Sewer Type	1 alphabetic character P = Public O = Other	Enter the sewer category using the URAR, Section: Site, Line: Sanitary Sewer.
Airport Zone	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property is located in an airport runway clear zone, as indicated on the <u>Environmental Compliance Record</u> .
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.
Historic Dist	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property is listed in a designated historic district, as indicated on the <u>Environmental Compliance Record</u> .
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.
National Register	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property is located on the <u>National Register</u> , as indicated on the <u>Environmental Compliance Record</u> .
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but, but may be modified.
Units	2 numeric characters	To add or modify this field, use the information found on the URAR, Section: Description of Improvements, Block: General Description, Line: No. of Units.
		Note: When information is added or modified in the <u>Units</u> field, the Case Definition (CMC1) screen is updated automatically by the system.
		System-generated if the <i>number of units</i> was entered on the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , but may be modified
Stories	3 numeric characters Format: 99.9	Enter the number of stories (enter a half story as .5) found in the property using the URAR, Section: Description of Improvements, Block: General Description, Line: No. of Stories.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-8 URAR Page 1 (CMUR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Property Type	1 alphabetic character A = Attached D = Detached	Enter the property category using the URAR, Section: Description of Improvements, Block: General Description, Line: Type (Det./Att.).
*Property Design	3 alphanumeric characters	Either enter the property design category using the URAR, Section: Description of Improvements, Block: General Description, Line: Design (Style), or enter ? and press the <ENTER> key for the Lookup screen.
Age	3 numeric characters	[REQUIRED] Enter the age of the property (number of years since it was built, not the year built) using the URAR, Section: Description of Improvements, Block: General Description, Line: Age (Yrs.). Note: <i>Data entry for this field is not allowed for a Vacant Lot.</i>
*Exterior Type	3 alphabetic characters	Either enter the exterior type using the URAR, Section: Description of Improvements, Block: Exterior Description, Line: Exterior Walls, or enter ? and press the <ENTER> key for the Lookup screen.
Manufactured Home	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property is a manufactured home using the URAR, Section: Description of Improvements, Block: Exterior Description, Line: Manufactured House. System defaults to <i>N</i> .
*Foundation Type	1 alphabetic character	Select the foundation category with the highest percentage using the URAR, Section: Description of Improvements, Block: Foundation. Either enter the foundation category, or enter ? and press the <ENTER> key for the Lookup screen.
Basement Type	1 alphabetic character F = Finished P = Partially finished U = Unfinished	[REQUIRED] If the <u>Foundation Type</u> field is = <i>B</i> (basement), enter the basement type determined by the percentage of the basement that is finished, using the URAR, Section: Description of Improvements, Block: Basement, Line: % Finished.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-8 URAR Page 1 (CMUR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Page	1 alphabetic character X	Enter <i>X</i> and press the <ENTER> key to go to the URAR Page 2 (CMU2) screen, illustrated and described under URAR Page 2 (CMU2) GOTO Screen . Result: <i>In add mode, the system automatically displays the URAR Page 2(CMU2) screen once all required data fields have been entered on the URAR Page 1 (CMUR) screen.</i>
<p><i>Once all required data fields have been entered on the this screen, press the <ENTER> key.</i></p> <p>Result: <i>The system:</i></p> <ul style="list-style-type: none"><i>In the add mode, displays the URAR Page 2 (CMU2) screen, illustrated and described under URAR Page 2 (CMU2) GOTO Screen to continue entering the URAR information.</i><i>In the query, modify, or new appraiser mode, displays the URAR Page 2 (CMU2) screen, illustrated and described under URAR Page 2 (CMU2) GOTO Screen if an <i>X</i> is entered in the <u>Next Page</u> field</i> <p>Note: <i>The URAR Page 2 (CMU2) screen must be completed in add or modify mode before the case can move to step 2.</i></p> <p>Note: <i>If an error message displays, make the necessary corrections and pres the <ENTER> key again to clear the error message before attempting to:</i></p> <ul style="list-style-type: none"><i>add additional appraiser records</i><i>view additional Uniform Residential Appraisal Report (URAR) records</i><i>assign additional appraisers</i>		

3.2- Acquire Property Case Management Tasks (continued)

URAR Page 2 (CMU2) GOTO Screen

The URAR Page 2 (CMU2) GOTO screen, illustrated in Figure 3-13, is used to continue to add appraisal information and is accessed from the URAR Page 1 (CMUR) data screen, described and illustrated under **URAR Page 1 (CMUR) Screen**.

Before You Begin

Gather this information before using the URAR Page 2 (CMU2) screen:

- Case number for the property that is in step 1
- Form Uniform Residential Appraisal Report, (referred to as the URAR)
- Completed URAR Page 1 (CMUR) screen, described and illustrated under **URAR Page 1 (CMUR) Screen**

SCREEN: ACMU2		S A M S		07/05/02	
		CMU2 URAR ADD		10:07:02 EST	
NEXT CASE NUMBER: _____		APPRAISAL NUMBER: 0			
CASE NUMBER		ADDRESS			
CASE STEP					
LIVING ROOM:		DINING ROOM:		KITCHEN:	
DEN:		FAMILY ROOM:		REC ROOM:	
BEDROOMS:		BATHROOMS:		SQR FEET LIVING AREA:	
TOTAL ROOMS:		*HEATING TYPE:		COOLING TYPE:	
REFRIGERATOR:		RANGE OVEN:		DISPOSAL:	
DISHWASHER:		WASHER:		DRYER:	
PARKING SPACES:		PARKING SPACE TYPE:		PARKING STRUCTURE TYPE:	
OPT *AMENITY TYPE		DESCRIPTION		OPT *AMENITY TYPE DESCRIPTION	
DEFECTIVE PAINT:		TREATMENT AMOUNT: \$			
AS IS VALUE:		REPAIRED VALUE:			
REPAIRS RECOMMENDED: _		GOTO REMARKS: _		PREVIOUS PAGE: _	
CASE HUD OFFICE PREFIX IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR					

Figure 3-13 URAR Add (ACMU2) Screen

3.2 - Acquire Property Case Management Tasks (continued)

Data Screen Options

The URAR Page 2 (CMU2) screen is accessed from the URAR Page 1 (CMUR) screen in the **query**, **add** or **modify** modes. On the URAR Page 2(CMU2) screen:

- To **locate (query)** information previously entered using the URAR for a case, enter *X* in the Next Page field in the **query** mode of the URAR Page 1 (QCMUR) screen, described and illustrated under **URAR Page 1 (CMUR) Screen**.
- To **add** information for a new URAR record, press the <F2> key on the URAR Page 1 (CMUR) screen, illustrated and described under **URAR Page 1 (CMUR) Screen**, in the **add** mode.
- To **modify** information for an existing URAR case record, enter an *X* in the Next Page field in the **modify** mode of the URAR Page 1 (CMUR) screen, described and illustrated under **URAR Page 1 (CMUR) Screen**, and press the <F2> key.

3.2- Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in the Table 3-9 URAR Page 2 (CMU2) Procedure Table to locate (query), add, modify or delete information for a case using the URAR Page 2 (CMU2) screen.

Table 3-9 URAR Page 2 (CMU2) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	N/A	System-generated from the first page of the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen; display only.
Appraisal Number	N/A	System-generated from the first page of the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen; display only.
Case Number	N/A	System-generated from the first page of the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen; display only.
Address	N/A	System-generated from the first page of the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen; display only.
Case Step	N/A	System-generated from the first page of the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen; display only.
Living Room	1 numeric character	Enter the total number of living rooms using the URAR, Section: Description of Improvements, Line: Rooms, Living.
Dining Room	1 numeric character	Enter the total number of dining rooms using the URAR, Section: Description of Improvements, Line: Rooms, Dining.
Kitchen	1 numeric character	Enter the total number of kitchens using the URAR, Section: Description of Improvements, Line: Rooms, Kitchen.
Den	1 numeric character	Enter the total number of dens from the URAR, Section: Description of Improvements, Line: Rooms, Den.
Family Room	1 numeric character	Enter the total number of family rooms using the URAR, Section: Description of Improvements, Line: Rooms, Family Rm.
Rec Room	1 numeric character	Enter the total number of recreation rooms using the URAR, Section: Description of Improvements, Line: Rooms, Rec. Rm.
Bedrooms	2 numeric characters	Enter the total number of bedrooms using the URAR, Section: Description of Improvements, Line: Rooms, Bedrooms. System defaults to 00.
Bathrooms	4 numeric characters	Enter the total number of bathrooms (include half-bath portions) using the URAR, Section: Description of Improvements, Line: Rooms, # Baths.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-9 URAR Page 2 (CMU2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sqr Feet Living Area	4 alpha numeric characters (whole numbers)	Enter the total number of square feet (use whole numbers) in the living area using the URAR, Section: Description of Improvements, Line: Square Feet of Gross Living Area. System defaults to 0000.
Total Rooms	2 numeric characters	Enter the total number of rooms (excluding bathrooms) using the URAR, Section: Description of Improvements, Line: Rooms.
*Heating Type	2 alphabetic characters	Either enter the heating category using the URAR, Section: Description of Improvements, Line: Heating, Type and Fuel (consider both items in determination of the correct heating type selection), or enter ? and press the <ENTER> key for the Lookup screen.
Cooling Type	1 alphabetic character N = None C = Central W = Wall	Enter the cooling category using the URAR, Section: Description of Improvements, Block: Cooling.
Refrigerator	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property has a refrigerator using the URAR, Section: Description of Improvements, Block: Kitchen Equip., Line: Refrigerator. System defaults to N.
Range Oven	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property has a range or an oven using the URAR, Section: Description of Improvements, Block: Kitchen Equip., Line: Range/Oven. System defaults to N.
Disposal	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property has a disposal using the URAR, Section: Description of Improvements, Block: Kitchen Equip., Line: Disposal. System defaults to N.
Dishwasher	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property has a dishwasher using the URAR, Section: Description of Improvements, Block: Kitchen Equip., Line: Dishwasher. System defaults to N.
Washer	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property has a washer using the URAR, Section: Description of Improvements, Block: Kitchen Equip., Line: Washer/Dryer. System defaults to N.
Dryer	1 alphabetic character Y = Yes N = No	Enter Y or N to indicate whether or not the property has a dryer using the URAR, Section: Description of Improvements, Block: Kitchen Equipment, Line: Dryer. System defaults to N.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-9 URAR Page 2 (CMU2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Parking Spaces	1 numeric character	Enter the total number of parking spaces using the URAR, Section: Description of Improvements, Block: Car Storage, Line: # of cars.
Parking Space Type	1 alphabetic character N = None G = Garage C = Carport D = Driveway	[REQUIRED] If the <u>Parking Spaces</u> field is greater than zero (0), enter the parking space category using the URAR, Section, Description of Improvements, Block: Car Storage.
Parking Structure Type	1 alphabetic character A = Attached B = Built-In D = Detached	[REQUIRED] If the <u>Parking Space Type</u> field = <i>G</i> (garage) or <i>C</i> (carport), enter the parking structure category using the URAR, Section, Description of Improvements, Block: Car Storage, (subheading for Garage).
Opt	1 alphabetic character A = Add D = Delete	In the add mode, the cursor moves directly to the Amenity Type and this data field is protected. In modify or delete modes, enter <i>A</i> to add or <i>D</i> to delete.
*Amenity Type	2 alphanumeric characters	Either enter the amenity type, or enter ? and press the <ENTER> key for the Lookup screen. <i>Note: On the Extra Amenity Type (LPBE) Lookup screen, to add a new amenity type enter A (add) in the <u>SEL</u> field, a two character code in the <u>Amenity Type Code</u> field, and a description of the amenity (maximum of 20 characters) in the <u>Description</u> field. Press the <ENTER> key.</i>
		System-generated; in query mode. The entry in this field is system-generated in add mode, when the transaction completes successfully.
Description	N/A	System-generated based on the entry in the <u>Amenity Type</u> field; display only.
Defective Paint	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property has defective paint surfaces, as indicated on the Appraisal Supplement, Certification of Inspection of Defective Paint Surfaces. <i>Note: If the entry in this field is:</i> <ul style="list-style-type: none">• <i>N (No) or blank, the entry in the <u>Treatment Amount</u> field must be 0.</i>• <i>Y (Yes), the entry in the <u>Treatment Amount</u> field must be greater than 0.</i>
		System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , but may be modified.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-9 URAR Page 2 (CMU2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Treatment Amount	5 numeric characters (Including formatting characters as necessary)	<p>[REQUIRED] If <u>Defective Paint</u> field = Y, enter the dollar amount to repair defective paint surfaces.</p> <p>Note: If the entry in the <u>Defective Paint</u> field is:</p> <ul style="list-style-type: none"> N (No) or blank, the entry in this field must be 0. Y (Yes), the entry in the this field must be greater than 0.
As Is Value	7 numeric characters (Including formatting characters as necessary)	<p>[REQUIRED] Enter the as-is value of the property in its current condition with no repairs performed using URAR, Section: Reconciliation, Line: Conditions of Appraisal (see the appraisal addendum, Summary of Values and Conclusions, for additional details). The entry in the <u>Repaired Value</u> field must be equal to or greater than the value in the <u>As Is Value</u> field.</p> <p>Note: This field is protected (no data entry allowed) if the case step is greater than 5.</p>
Repaired Value	7 numeric characters (Including formatting characters as necessary)	<p>[REQUIRED] Enter the as-repaired value of the property <i>WITH</i> repairs performed using URAR, Section: Reconciliation, Line: Conditions of Appraisal (see the appraisal addendum for additional details). The entry in this field must be equal to or greater than the value in the <u>As Is Value</u> field.</p> <p>Note: This field is protected (no data entry allowed) if the case step is greater than 5.</p>
Repairs Recommended	1 alphabetic character X	<p>Enter X and press the <ENTER> key to recommend a repair be made to a property. Only one GOTO area can be flagged at a time.</p> <p>Result: The system displays the Repairs Required (CMRP) screen. Refer to the Repairs Required (CMRP) GOTO Screen section.</p> <p>Note: Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO Remarks</u> field or <u>Previous Page</u> field, no entry is allowed in this field.</p>

3.2- Acquire Property Case Management Tasks (continued)

Table 3-9 URAR Page 2 (CMU2) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Remarks	1 alphabetic character X	<p>Enter X and press the <ENTER> key to add a comment or remark about a property. Only one GOTO area can be flagged at a time.</p> <p>Result: <i>The system displays the Property Remark (CMPR) screen. Refer to the Property Remark (CMPR) GOTO Screen section.</i></p> <p>Note: <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>Repairs Recommended</u> field or the <u>Previous Page</u> field, no entry is allowed in this field.</i></p>
Previous Page	1 alphabetic character X	<p>Enter X and press the <ENTER> key to return to the previous screen.</p> <p>Result: <i>The system will re-display the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen.</i></p> <p>Note: <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>Repairs Recommended</u> field or the <u>GOTO Remarks</u> field, no entry is allowed in this field.</i></p>
<p>To commit the addition, modification, or deletion of data for this property's appraisal, press the <ENTER> key.</p> <p>Result: <i>System displays an appropriate error message or:</i></p> <ul style="list-style-type: none"> • <i>in the add mode, creates the new record</i> • <i>in the modify mode, saves the changes entered on this screen</i> • <i>if an X is entered in the <u>Repairs Recommended</u> field, displays the Repairs Required (CMRP) screen, illustrated and described under the Repairs Required (CMRP) GOTO Screen</i> • <i>if an X is entered in the <u>GOTO Remarks</u> field, displays the Property Remark (CMPR) screen, illustrated and described under the Property Remark (CMPR) GOTO Screen</i> • <i>if an X is entered in the <u>Previous Page</u> field, displays the URAR Page 1 (CMUR) screen, illustrated and described under URAR Page 1 (CMUR) Screen</i> <p>Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear any message before attempting to:</i></p> <ul style="list-style-type: none"> • <i>add another appraisal</i> • <i>modify or delete this appraisal</i> • <i>exit this screen.</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

3.2 - Acquire Property Case Management Tasks (continued)

Title Evidence Approval (CMTE) Screen

The Title Evidence Approval (CMTE) data screen, illustrate in Figure 3-14, allows authorized HOC Area (M&M) staff (for cases in their area) to:

- add title evidence information once a Deed Filed date is entered on the Case Definition (CMC1) screen, illustrated and described in detail under **Case Definition (CMC1) Screen**
- log pieces of title evidence that have been received for a property.
- approve the title evidence package
- initiate Title Approval Letters (TALs) via the Claims Insurance interface (step 0 process)

In addition, authorized HOC Area (M&M) staff and Headquarters personnel can view title evidence by case number for cases in their area(s).

Note

Title approval letters are printed by the Headquarters (Claims) bulk mail contractor. Local offices are responsible for all other title-related letters.

Before You Begin

Gather this information before using the Title Evidence Approval (CMTE) screen:

- Evidence(s) of title
- Case number for a case that has a Deed Filed Date entered on the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**
- Mortgagee number must be displayed. If not, return to the **modify** mode of the Case Definition (MCMC1) screen and enter the mortgagee number.

Note

Entry in the option field on the Title Evidence Approval screen only appears in **modify** mode.

3.2- Acquire Property Case Management Tasks (continued)

S A M S										02/23/04	
SCREEN: <u>ACMTE</u>										12:16:03 EST	
CMTE TITLE EVIDENCE APPROVAL ADD											
NEXT CASE NUMBER: _____											
CASE NUMBER						ADDRESS					
LOAN NUMBER:						DEED FILED DATE					
MORTGAGEE NUMB						DATE ASSIGNED: _____					
MORTGAGEE NAME						ORIGINAL DUE DATE					
						APPRVNG LOGON ID					
OPT TITLE EVIDENCE DESC DATE REC E/L						OPT TITLE EVIDENCE DESC DATE REC E/L					
PACKAGE COMPLETE:				PACKAGE APPROVED: _____				APPROVED DATE:			
REASON: _____											
SEND LETTER TO: _____											
ATTENTION: _____											
ADDRESS: _____											
CITY: _____				STATE: _____		ZIP: _____		+4: _____			
CASE HUD OFFICE PREFIX IS REQUIRED											
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR											

Figure 3-14 Title Evidence Approval (ACMTE) Add Screen

Data Screen Options

On the Title Evidence Approval (CMTE) screen:

- To *locate (query)* title evidence, enter QCMTE in the Screen field and press the <F2> key.
- To *add* title evidence information to a case, enter ACMTE in the Screen field and press the <F2> key.

Note

There must be a Deed Filed Date entered on the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**, in order to **add** title evidence.

3.2 - Acquire Property Case Management Tasks (continued)

Data Screen Options (continued)

- To **modify** title evidence of a case (add additional information or approve the title evidence package or change the default address or request a new TAL for a previously approved title), enter *MCMTE* in the Screen field and press the <F2> key.

Note

Prior to modifying Title Evidence, the Package Approved flag must be set to C (Change).

Procedure Table Follow the instructions in the Title Evidence Approval (CMTE) Procedure Table to find, add or modify title evidence approval regarding a case:

Table 3-10 Title Evidence Approval (CMTE) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] Enter the Case Number.
Press the <F2> key.		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Case Number	N/A	System-generated from the <u>Next Case Number</u> field.
Address	N/A	System-generated street, city, county, state, ZIP code + four from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only.
Loan Number	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only.
Deed Filed Date	N/A	System-generated record or date (Original source line 10 of HUD Form 27011, Part A) from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only.
Mortgagee Number	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only. If there is no mortgagee number, return to the Case Definition (CMC1) screen and enter mortgagee number.
Date Assigned	8 alphanumeric characters Format: mm/dd/yy	In the add or modify mode, enter the date that the title evidence was assigned to the title evidence reviewer. (Can be backdated, but must be greater than or equal to the Deed Filed Date).
		System-generated; based on the record selected in the <u>Next Case Number</u> field. This field is protected (no data entry allowed) in the query mode.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-10 Title Evidence Approval (CMTE) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Mortgagee Name	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen , display only.
Original Due-date	N/A	System-generated calculation based on the formula: <u>Deed Filed Date</u> + 45 days; display only.
Apprvng Logon ID	N/A	System-generated; based on the user logon provided at system logon the last time entries were made on this screen. This field is updated with the current system user's logon identifier when changes are saved on this screen; display only.
Opt	1 alphabetic character A = Add M = Modify D = Delete	This field only appears in the modify mode. Enter A to add the title evidence description or M to modify the existing description or D to delete this line of evidence. Note: <i>There must be an entry in this field or else the remaining line of data will not be saved.</i>
Title Evidence Desc	20 alphanumeric characters	In the add mode, enter a brief statement or description of the title evidence or desired notation, only if the case has an entry in the Deed Filed Date field on the Case Definition Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen .
Date Rec	8 alphanumeric characters Format: mm/dd/yy	Enter the date the title evidence description was received. HUD must notify the mortgagee company of approval or disapproval within 10 days of receipt. Note: <i>The <u>Package Approved</u> field must be equal to C in order to modify the <u>Date Received</u> field.</i>
E/L	1 alphanumeric character E =Evidence entered L =General Info Entered	Enter E if the entry is a part of title evidence or L if it is general information to be logged. The most recent date for E entries is displayed in the <u>Date Title Evidence Received</u> field on the TAL. Note: <i>There must be one E entry to have the <u>Package Complete</u> field equal Yes.</i>
Package Complete	1 alphabetic character Y = Yes N = No Blank = Unknown	Enter Y to indicate that the package is complete or N to indicate that it is not complete. Leave the field blank if the information is unknown.

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-10 Title Evidence Approval (CMTE) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Package Approved	1 alphabetic character Y = Yes N = No C = Change D = Delete/Rescind Blank = Unknown	<p>Government Technical Manager (TM), Government Technical Representative (TR), and Superusers (SU) may enter:</p> <ul style="list-style-type: none"> • <i>Y</i> to indicate that the package is complete and approved • <i>N</i> to indicate that it has not been approved • <i>C</i> to change a previously approved title • <i>D</i> to delete or rescind a previously approved title • <i>Nothing</i> in the field (leave the field blank) if the information is unknown <p>Note: <i>The entry allowed in this field is based on the last entry processed in the nightly batch. If the last status was:</i></p> <ul style="list-style-type: none"> • <i>Blank (not approved); a Y (approved), N (not approved), D (deleted) can be entered in this field</i> • <i>Y (Yes, approved); a C (changed) or D (deleted) can be entered in this field</i> • <i>N (Not approved); a Y (Yes, approved), D (deleted), or Blank (unknown, not approved) can be entered in this field</i> • <i>C (changed); a Y (Yes, approved), N (not approved), D (deleted), or Blank (unknown, not approved) can be entered in this field</i> • <i>D (deleted); a Y (yes, approved), N (not approved), Blank (unknown, not approved) can be entered in this field</i> <p>Note: <i>In modify mode, when the entry in this field is changed from Y to C, the Approving Logon ID field is populated with the ID of the user signed on to the system to make the change.</i></p> <p>Note: <i>Multiple changes to this field in one day may result in errors.</i></p>
Apprvd Date	8 alphanumeric characters Format: mm/dd/yy	System-generated using the current date when the package is originally approved.
Reason	70 alphanumeric characters	Enter a brief comment or statement describing the reason why the package has not been approved.
Send Letter To	35 alphanumeric characters	System-generated from the IMF Interface; but may be modified.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-10 Title Evidence Approval (CMTE) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Attention	30 alphanumeric characters	System-generated from the IMF Interface; but may be modified.
Address	30 alphanumeric characters	System-generated from the IMF Interface; but may be modified.
City	17 alphanumeric characters	System-generated from the IMF Interface; but may be modified.
State	2 alphabetic characters	System-generated from the IMF Interface; but may be modified.
Zip Code	5 numeric characters	System-generated from the IMF Interface; but may be modified.
+4	4 numeric characters	System-generated from the IMF Interface; but may be modified.
<p><i>To commit the entry of partial title evidence data or to approve the completion of the title evidence package, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message.</i></p> <p>Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• <i>add additional parts of title evidence</i>• <i>mark the displayed title evidence as complete</i>• <i>mark the displayed title evidence as complete and approved</i>• <i>add title evidence for another case or property</i>• <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

3.2 - Acquire Property Case Management Tasks (continued)

Title Evidence Extension (CMEX) Screen

Before You Begin

The Title Evidence Extension (CMEX) data screen, illustrated in Figure 3-15, allows authorized HOC Area (M&M) staff to document a request that the due-date for title evidence submission be extended. The Title Evidence Extension request must be made within 45 days of the date the deed was filed.

Gather this information before using the Title Evidence Extension (CMEX) screen:

- HUD-50012, Mortgagee's Request for Extension of Time form

S A M S 10/02/03
SCREEN: QCMEX CMEX TITLE EVIDENCE EXTENSION QUERY 17:40:34 EST
NEXT CASE NUMBER: _____
CASE NUMBER ADDRESS
DEED FILED DATE ORIGINAL DUE DATE
LOAN NUMBER MORTGAGEE NUMBER
MORTGAGOR NAME
EXTENDED *EXTENSION
OPT NUMBER DUE DATE RSN CD EXTENSION REASON EXTENSION APPROVED
CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

Figure 3-15 Title Evidence Extension (QCMEX) Query Screen

Data Screen Options

On the Title Evidence Extension (CMEX) screen:

- To *locate (query)* title evidence extension, enter *QCMEX* in the Screen field and press the <F2> key.
- To perform *summary maintenance* of title evidence extension, enter *SCMEX* in the Screen field and press the <F2> key.

3.2- Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in the Title Evidence Extension (CMEX) Procedure Table to find, add, modify, or delete a title evidence extension request:

Table 3-11 Title Evidence Extension (CMEX) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	Enter the Case Number.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Case Number	N/A	System-generated from the <u>Next Case Number</u> field.
Address	N/A	System-generated street, city, county, state, ZIP code + four from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.
Deed Filed Date	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.
Original Due-Date	N/A	System-calculated using the following formula: deed file date + 45 days; display only.
Loan Number	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen .
Mortgagee Number	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen . The Servicing Mortgagee number displays.
Mortgagor Name	N/A	System-generated; display only.
Opt	1 alphabetic character A = Add M = Modify D = Delete	Enter <i>A</i> to add the title evidence extension request, or <i>M</i> to modify the existing title evidence extension request, or <i>D</i> to delete the existing title evidence extension request.
Number	2 numeric characters	Enter the number of the extension. If this is the first request for extension, enter 01.
Extended Due-date	8 alphanumeric characters Format: mm/dd/yy	Enter the date to which the extension was extended. <i>Note:</i> <i>The date entered in this field must be:</i> <ul style="list-style-type: none">• <i>greater than the <u>Original Due Date</u></i>• <i>equal to or greater than the current system date</i>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-11 Title Evidence Extension (CMEX) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Extension Rsn Cd	1 numeric character	Enter the specified code identifying the reason why the extension was given, or enter ? and press the <ENTER> key for the Lookup screen.
Extension Reason	N/A	System-generated from the <u>Extension Rsn Cd</u> field when the Lookup ? option was performed. The description of the extension reason code is displayed.
Extension Approved	1 alphabetic character A = Approved D = Disapproved	Enter <i>A</i> if the title evidence extension was approved or <i>D</i> if it was not approved.
<p><i>To commit the entry of an extension of title evidence or to approve the extension of the title evidence package, press the <ENTER> key.</i></p> <p>Result: <i>The system displays the successful completion message.</i></p> <p>Note: <i>Press the <ENTER> key again to clear any message before attempting to:</i></p> <ul style="list-style-type: none">• <i>mark the displayed title evidence extension as complete and approved</i>• <i>add an extension of title evidence for another case or property</i>• <i>exit this screen</i>		

3.2- Acquire Property Case Management Tasks (continued)

Case Buyback (CMBB) Screen

The Case Buyback (CMBB) data screen, illustrated in Figure 3-16, allows the user to re-enter an existing step 10 case into SAMS inventory with a new case number. The new case number is system-generated and consists of the first eight (8) characters of the existing case number and an alphabetic character based on the last digit of the existing case number (i.e., 1=A, 2=B, 3=C).

When the user presses the <ENTER> key after entering an existing case number, SAMS displays a message noting the newly created case number and requesting that the user press the <ENTER> key again to create the buyback case. The buyback case inherits the historical information stored for the existing case and displays the information on the screen. The user can access the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**, in **modify** mode for the newly created case.

Note

Buyback cases re-entered in step 1 progress through SAMS in the normal manner.

Before You Begin

Gather this information before using the Case Buyback (CMBB) screen:

- the case number for a buyback case in step 10

Caution

A buyback case must be in step 10 before it can be re-entered as a step 1. The case must be in the user's HOC Area. The case number must end in 1, 2, 3, 4, 5, 6, 7, 8, 9, or 0.

3.2 - Acquire Property Case Management Tasks (continued)

S A M S		01/30/04
SCREEN: <u>QCMBB</u>	CMBB CASE BUYBACK QUERY	14:20:05 EST
ORIGINAL CASE NUMBER: <u> </u>		
HUD OFFICE CODE		
STEP NUMBER		
DATE RECONCILED		
ADDRESS		
NEW CASE NUMBER:		
GO TO MCMC1 <u> </u>		
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-16 Case Buyback (QCMBB) Query Screen

Data Screen Options

On the Case Buyback (CMBB) screen:

- To **locate** (query) a buyback case by case number, enter *QCMBB* in the Screen field and press the <F2> key.
- To **add** a buyback case, enter *ACMBB* in the Screen field and press the <F2> key.

3.2- Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in the Case Buyback (CMBB) Procedure Table to locate or add a case buyback:

Table 3-12 Case Buyback (CMBB) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Original Case Number	9 numeric characters	[REQUIRED] Enter the original case number of the buyback in this key field and press the <ENTER> key.
HUD Office Code	2 alphanumeric characters	System-generated if the case exists. This field indicates the HUD office/area associated with the original case.
Step Number	2 numeric characters	System-generated based on the case number entered. A 10 must be displayed in this field.
Date Reconciled	10 alphanumeric characters Format: mm/dd/ccyy	System-generated date indicating when the property moved to step 10.
Address	N/A	System-generated based on the entry in the <u>Case Number</u> field.
[City, State, Zip]	N/A	System-generated based on the entry in the <u>Case Number</u> field.
New Case Number	9 alphanumeric characters Format: ### ####X	System-generated based on the original case number selected. The new number consists of the first eight characters of the existing case number and an alphabetic character representing the last digit of the original case number (i.e., 1=A, 2=B, 3=C).
GOTO MCMC1	1 alphanumeric character X=CMC1	Enter an X in this field to access the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen.
<i>To create the new buyback case record, press the <ENTER> key.</i>		
Result: <i>The system displays the message: Press <ENTER> key to create buyback case ###-####X (where ###-####X represents the case number for the buyback). Press the <ENTER> key to accept the buyback into inventory and create the new case number.</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

IIF Failure Reason (SMBK) Screen

The IIF Failure Reason (SMBK) query screen, illustrated in Figure 3-17, allows all authorized personnel with valid SAMS user IDs to determine the reason why a case, using its unique case number, is failing the Single-Family Insurance-In-Force (IIF) verification and the date the case failed the verification.

Note

This data screen is located in the Code Table Maintenance section of SAMS on the Property Description Code Maintenance submenu (LMPC). Please refer to **Chapter 2 - Global Definitions**.

Before You Begin

Gather this information before using the IIF Failure Reason (SMBK) screen:

- the case number

SAMS

07/25/02
09:36:21 EST

SCREEN: QSMBK_ SMBK IIF FAILURE REASON QUERY

NEXT CASE NUMBER:

CASE NUMBER	FAILURE REASON	FAILURE DATE	PASSED DATE
----------------	----------------	--------------	-------------

CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

Figure 3-17 IIF Failure Reason (QSMBK) Query Screen

3.2- Acquire Property Case Management Tasks (continued)

Data Screen

On the IIF Failure Reason (SMBK) screen:

Options

- To **locate (query)** a case by case number, enter *QSMBK* in the Screen field and press the <F2> key.

Procedure Table

Follow the instructions in Table 3-13 IIF Failure Reason (SMBK) Procedure Table to find a property using its case number:

Table 3-13 IIF Failure Reason (SMBK) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] Enter the case number in this key field to search for a specific case number. If unknown, enter the lowest value case number for the HOC Area.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
Case Number	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Failure Reason	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Failure Date	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Passed Date	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.

3.2 - Acquire Property Case Management Tasks (continued)

Deleted Cases (CMDE) Query Screen

The Deleted Cases (CMDE) query screen allows authorized users to view information for cases deleted from SAMS using the *delete* mode of the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**.

Note

No case that has a journal entry can be deleted from SAMS. Cases with journal entries require termination rather than deletion.

Before You Begin

Gather this information before using the Deleted Cases (CMDE) screen:

- HUD office identifier (Headquarters and HOC personnel)
- Unique identifier for the deleted case

```

      SAMS                                02/02/04
SCREEN: QCMDE_          CMDE DELETED CASES QUERY      08:08:36 EST

HUD OFFICE: A4 NEXT CASE NUMBER:  _ _ _ _ _

CASE      ADDRESS      CASE  DELETION  DELETED
NUMBER                                STEP   DATE    BY LOGIN

NO MORE DELETED CASES TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

Figure 3-18 Deleted Cases (QCMDE) Query Screen

Data Screen Options

On the Deleted Cases (CMDE) screen to:

- To *locate (query)* information for a deleted SAMS case, enter *QCMDE* in the Screen field and press the <F2> key.

3.2- Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-14 Deleted Cases (CMDE) Procedure Table to find a property using its case number:

Table 3-14 Deleted Cases (CMDE) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	[REQUIRED] Enter the unique identifier for the HUD office with which the deleted case(s) is associated.
		System-generated; for M&M area personnel based on the user identifier provided at system log in.
Next Case Number	9 alphanumeric characters	Enter the unique identifier for the specific deleted case to be displayed.
Press the <F2> key.		
Result: <i>The system retrieves and displays the stored values for the fields identified here.</i>		
Case Number		System-generated; unique identifier associated with the deleted case.
Address		System-generated; address associated with the case identified in the <u>Case Number</u> field.
Case Step		System-generated; last case step recorded for the case identified in the <u>Case Number</u> field.
Deletion Date		System-generated; date the case was deleted based for the case identified in the <u>Case Number</u> field.
Deleted by Login		System-generated; unique identifier provided by the user at the time of system log in when the case identified in the <u>Case Number</u> field was deleted.

3.2 - Acquire Property Case Management Tasks (continued)

Indemnification Cases (CMIN) Query Screen

The Indemnification Cases (CMIN) query screen allows authorized users to view indemnification cases.

- To *locate (query)* all indemnification cases currently in an M&M area.

Before You Begin

Gather this information before using the Indemnification Cases (CMIN) screen:

- Unique HUD Office identifier (Headquarters and HOC personnel)
- Unique identifier for the indemnification case

```

SAMS                                02/02/04
SCREEN: QCMIN_                      CMIN INDEMNIFICATION CASES QUERY 08:10:09 EST

HUD OFFICE: A4      NEXT CASE NUMBER: _____

CASE  CURR  STEP  AGREEMENT  AGREEMENT  ORIG  BILL  DEFAULT
SEL  NUMBER STEP  DATE      DATE      END DATE  MORTGEE  MORTGEE  DATE

NO MORE INDEMNIFICATION CASES TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

```

Figure 3-19 Indemnification Cases (QCMIN) Query Screen

Data Screen Options

On the Indemnification Cases (CMIN) screen to:

- To *locate (query)* an indemnification case, enter *QCMIN* in the Screen field and press the <F2> key.

3.2- Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-15 Indemnification Cases (CMIN) Procedure Table to find an indemnification case using its case number:

Table 3-15 Indemnification Cases (CMIN) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	[REQUIRED] Headquarters personnel enter the HUD office code associated with the case(s) to be viewed. System-generated; for HOC (M&M) Area personnel based on the user identification provided at system logon.
Next Case Number	9 numeric characters	Enter the desired case number, if known.
<i>Press the <F2> key.</i>		
<i>Result: The system retrieves and displays the available values for the fields identified here.</i>		
Sel	1 alphabetic character X=CMCI screen	Enter an X in the Sel field beside the desired case number and press the <ENTER> key. <i>Result: The system displays the Case Definition (CMCI) screen, illustrated and described under Case Definition (CMCI) Screen, for the selected case.</i>
Case Number	N/A	System-generated; case number (in ascending order) based on the entry in the <u>Next Case Number</u> field.
Curr Step	N/A	System-generated; current step number associated with the case indicated in the <u>Case Number</u> field.
Step Date	N/A	System-generated; date the case reached the step indicated in the <u>Curr Step</u> field.
Agreement Date	N/A	System-generated; date the indemnification agreement starts for the case indicated in the <u>Case Number</u> field.
Agreement End Date	N/A	System-generated; date the indemnification agreement ends for the case indicated in the <u>Case Number</u> field.
Orig Mortgagee	N/A	System-generated; NAID for the originating mortgagee for the case indicated in the <u>Case Number</u> field.
Bill Mortgagee	N/A	System-generated; NAID for the billing mortgagee for the case indicated in the <u>Case Number</u> field.
Default Date	N/A	System-generated; from the record identified in the <u>Case Number</u> field.

3.2 - Acquire Property Case Management Tasks (continued)

Reconveyance Acquisition (CMRA) Screen

The Reconveyance Acquisition (CMRA) screen, illustrated in Figure 3-20 allows authorized users to reacquire a property that has been reconveyed to the mortgagee (resulting in a property in step 1 with a new acquisition date. For a property to be reacquired:

- It **must not** be a terminated case
- It **must not** have a fee status of *CS* (Custodial)
- It **must** have a HOM (Held Off Market) code of 3 (Reconvey to Mortgagee)
- It **must** be in step 3 or lower
- It **must** have a current disposition program
- It **cannot** have a future reconveyed acquisition date
- It **cannot** have a reconveyed acquisition date that is more than one (1) year in the past
- It **cannot** be a step 1 case that has been reacquired previously (although the Reacquired Acquisition Date can be changed in the *reacquisition* mode of the Reconveyance Acquisition (RCMRA) screen

Before You Begin

Gather this information before using: the Reconveyance Acquisition (CMRA) screen:

- unique identification (case number) of reacquired property
- date of reacquisition

```

SAMS                                04/29/04
SCREEN: QCMRA_                      RECONVEYANCE ACQUISITION QUERY  11:44:49 EST

NEXT CASE NUMBER:  _ _ _ _ _

CASE NUMBER

DATE ACQUIRED
HOM CODE
DISP PROG NUMBER      APPROVAL DATE
STEP NUMBER           STEP DATE
CURRENT AREA          DATE
PREVIOUS AREA         DATE

RECONVEYED ACQ DATE:

GOTO CMCI:  _

CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 3-20 Reconveyance Acquisition (QCMRA) Query Screen

3.2- Acquire Property Case Management Tasks (continued)

Data Screen Options

On the Reconveyance Acquisition (CMRA) screen to:

- To **locate (query)** a reconveyed case within the HOC (for users with HOC HUD office code of HA, HC, HD, or HP), enter *QCMRA* in the Screen field and press the <F2> key.
- To **add (reacquisition)** a property (e.g., move the property back to step 1) that has been reconveyed to the mortgagee, enter *RCMRA* in the Screen field and press the <F2> key.

Note

-

Note

After reacquiring a property on the Reconveyance Acquisition (CMRA) screen, the user makes any necessary changes through the ***modify*** mode of the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**.

3.2 - Acquire Property Case Management Tasks (continued)

Procedure Table Follow the instructions **Table 3-16 Reconveyance Acquisition (CMRA) Procedure Table** in to locate or reacquire a case.

Table 3-16 Reconveyance Acquisition (CMRA) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 alphanumeric characters Format: 999 999999	[REQUIRED] Enter the number of the case to be viewed or reacquired. <i>Note:</i> In the query mode, the cases available to view depend upon the users logon ID. In the add (reacquisition) mode, the cases that can be reacquired depend upon the area(s) assigned to the user's logon ID.
Enter the case number and press the <ENTER> key. <i>Result:</i> The system retrieves and displays the available values for the fields identified here. In the add (reacquisition) mode the fields available for data entry are unlocked.		
Case Number	N/A	System-generated; based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> If a case is in a HOC Area, the area will be changed to the corresponding area when the case is reacquired.
[Street Address 1]	N/A	System-generated; street address of the case indicated in the <u>Case Number</u> field.
[Street Address 2]	N/A	System-generated; city, state and zip code for the case indicated in the <u>Case Number</u> field.
Date Acquired	N/A	System-generated; entry in this field indicates the most recent date the property indicated in the <u>Next Case Number</u> field was acquired, based on the entry in the <u>Reconveyed Acq Date</u> field.
HOM Code	N/A	System-generated; entry in this field indicates the Held Off Market code for the case indicated in the <u>Next Case Number</u> field.
[HOM Description]	N/A	System-generated; description associated with the code entered in the <u>HOM Code</u> field.
Disp Prog Number	N/A	System-generated; disposition number associated with the case selected in the <u>Next Case Number</u> field. <i>Note:</i> The entry in this field is set to 0 when the case is reacquired.
Approval Date	N/A	System-generated; The entry in this field indicates the date the current disposition program was approved.

3.2- Acquire Property Case Management Tasks (continued)

Table 3-16 Reconveyance Acquisition (CMRA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Step Number	N/A	System-generated; entry in this field indicates the current step number for the case indicated in the <u>Case Number</u> field.
Step Date	N/A	System-generated; entry in this field indicates the date on which the case selected in the <u>Case Number</u> field reached the step shown in the <u>Step Number</u> field. If no previous step applies, the date in this field is set to the previous <u>Date Acquired</u> entry.
Current Area	N/A	System-generated; entry in this field indicates the HOC Area associated with the case selected in the <u>Case Number</u> field. <i>Note: When a reacquisition is processed, if the new HOC area is not the same as the previous HOC area, the system changes the entry in this field to reflect the code for the new HOC area and updates the <u>Date</u> field.</i>
Date	N/A	System-generated; entry in this field indicates the date the case was assigned to the area shown in the <u>Current Area</u> field. <i>Note: If the HOC area changed with the reacquisition, the system changes the entry in this field to match the entry in the <u>Reconveyed Acq Date</u> field.</i>
Previous Area	N/A	System-generated; entry in this field indicates the area to which the case was previously assigned, if applicable.
Date	N/A	System-generated; entry in this field indicates the date the case was assigned to the area shown in the <u>Previous Area</u> field, if applicable.
Reconveyed Acq Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the date the property was reacquired. The date entered: <ul style="list-style-type: none"> • cannot be in the future • cannot be more than one year in the past • must be greater than the date displayed in the <u>Step Date</u> field <i>Note: If this field is blank, the case has not been reacquired.</i>

3.2 - Acquire Property Case Management Tasks (continued)

Table 3-16 Reconveyance Acquisition (CMRA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO CMC1	1 alphanumeric character X=CMC1	Enter an <i>X</i> in this field to access the Case Definition (CMC1) screen, illustrated and described in detail under Case Definition (CMC1) Screen .
		System-generated; in the <i>reacquire</i> mode with an <i>X</i> . When the user presses the <ENTER> key, the Case Definition (CMC1) screen automatically displays.
<p>To process the reacquisition, enter the reacquisition (reconveyance) date and press the <ENTER> key.</p> <p>Result: <i>In the add (reacquisition) mode, the system processes the reacquisition and redisplay the screen. The system:</i></p> <ul style="list-style-type: none">• <i>Changes the entry in the <u>Date Acquired</u> field to match the date entered in the <u>Reconveyed Acq Date</u> field</i>• <i>Removes the <u>HOM Code</u> field entry</i>• <i>On the Case Definition (CMC1) record, blanks out the <u>Deed Filed Date</u> and <u>27011 Recvd Date</u> fields and enters the current system date in the <u>PM Assigned Date</u> field</i>• <i>On the Property Description (CMC2) record, blanks out the <u>PM NAID</u>, <u>PM Contract</u>, <u>Contract Year</u>, and <u>HUD Office</u> fields</i>• <i>Changes the entry in the <u>Current Area</u> and <u>Date</u> fields to reflect the HOC area to which the case is assigned, if the HOC area changed during the reacquisition</i>• <i>Changes the entry in the <u>Previous Area</u> and <u>Date</u> fields to reflect the HOC area to which the case was assigned, if the HOC area changed during the reacquisition</i>• <i>Sets the <u>Listing Fee</u> to zero if the <u>Disposition Approval Date</u> is more than 90 days in the past (for new M&M contracts)</i>• <i>Sets the <u>Listing Fee</u> to zero regardless of the <u>Disposition Approval Date</u> for current M&M contracts</i>		

3.3 Maintain Property Case Management Tasks

Maintain Property Processing Tasks

The Maintain Property function identifies, captures, and records data associated with the tasks that are required to maintain a property in acceptable condition until HUD can successfully dispose of it via sale or reconveyance. [Figure to be provided] shows the relationship of these tasks to the flow of a property through the Case Management Process. The Case Management tasks included in the Maintain Property function are:

Task 1: Determine Method to Dispose of Property Task (Step 3)

Task 2: Identify and Approve Repairs to Property Task (Step 4)

Task 3: Reassign Property to Different Property Manager Task

Task 4: Identify Properties that are Ready to be Listed for Sale Task (Step 5)

Task 1: Determine Method to Dispose of Property Task (Step 3)

The Determine Method to Dispose of Property (Step 3) task identifies, captures and records data that identifies the method (i.e., auction, bulk sale, direct sale, or advertised sale) that is to be used to dispose of the property. Once the URAR appraisal data have been entered into the system, the HOC Area staff (also the M&M Contractor staff) must decide how the property should be marketed for sale or whether the property will be held off the market (HOM). The information collected in step 2 from the URAR and the HUD-9516-A forms may be evaluated to assist in designing a case disposition program (DP).

During this task, the HOC Area (M&M Contractor) must decide which method of disposal should be used to dispose of a property to create the DP recommendation for a property. There are four ways to dispose of a property:

Auction

Before a property can be assigned to an auction, the current set of auction dates must be reviewed to determine the auction events that are available and to add a new one, if required. Once a specific auction event has been identified, the properties that are to be sold by auction must be selected and assigned to the desired auction event. A property may also be reassigned to a different auction date.

Bulk Sale

Before a property can be assigned to be sold via a bulk sale, the current set of bulk sales must be reviewed to determine the bulk sale events that are available and to add a new one, if required. Once the optimal bulk sale event has been identified, the properties that are to be sold using this method must be assigned to the desired bulk sale event.

3.3 - Maintain Property Case Management Tasks (continued)

*Task 1:
Determine
Method to
Dispose of
Property Task
(Step 3)
(continued)*

Direct Sale

There are no additional steps to be performed to set up a direct sale. This method involves accepting an offer from a non-profit organization, government organization, or tenant.

Advertised Sale

There are no preliminary steps to be performed to set up an advertised sale. This method involves opening a property to be advertised and sold as reinsured, insured or insured with escrow.

A property that does not sell quickly may be reanalyzed and returned to step 2 so that a new DP can be created. When a DP is re-analyzed, the system permits authorized HOC Area (M&M) staff to accept sales offers at the prior listing price and terms without a new DP approval. However, SAMS considers the most recently approved DP as the valid DP assigned to the case until the new DP is approved.

Formal contract, purchase orders, or property manager (PM) assigned work orders cannot be issued against a case if the dollar amount exceeds the approved DP repair amount.

Note

If the recommended DP sales type is either an auction or bulk sale, the auction group or bulk sale numbers must be defined via the auction group or the bulk sale data field before the DP can be established.

*Task 2:
Identify and
Approve Repairs
to Property Task
(Step 4)*

The Identify and Approve Repairs to Property (Step 4) task identifies, captures, and records data that identify the repairs that are required for a property to return it to a marketable condition.

*Task 3:
Reassign
Property to
Different
Property
Manager Task*

The Reassign Property to Different Property Manager task identifies, captures, and records data that identify the reassignment of one or more properties to a different property manager.

*Task 4:
Identify Property
Ready to be
Listed for Sale
Task (Step 5)*

The Identify Property Ready to be Listed for Sale (Step 5) task identifies, captures, and records data that identify properties that are ready to be listed for sale within a HOC Area.

3.3 - Maintain Property Case Management Tasks (continued)

*Task 5:
Determine
Method To
Dispose of
Property Task*

The Determine Method to Dispose of Property (Step 3) Case Management task identifies, captures and records data that identify the method (i.e., auction, bulk sale, direct sale, or advertised sale) that is to be used to dispose of a property whose held off market (HOM) code is equal to *N* (No). Properties whose HOM code is not *N* (No) cannot be sold. This task is comprised of the following Case Management subtasks:

- Set-up Auction on the Auction (CMAU) and Auction Group (CMAC) screens, illustrated and described under **Auction (CMAU) Data Screen** and **Auction Group (CMAC) Screen**.
- Set-up Bulk Sale on the Bulk Sale Package (SMF5) screen, illustrated and described under **Bulk Sale Package (SMF5) Screen**.
- Assign Case to Auction, Bulk Sale, Advertised Sale, or Direct Sale on the Case Disposition Program (CMC3), Disposition Program Approval (CMDA), and Disp Prog Sales Incentive (CMSI) screens, illustrated and described under **Case Disposition Program (CMC3) Screen**, **Disposition Program Approval (CMDA) Screen**, and **Disposition Program Sales Incentive (CMSI) GOTO Screen**.

Set-up Auction

Set-up Auction - Before a property can be assigned to an auction, the Auction (CMAU) screen, illustrated and described under **Auction (CMAU) Data Screen**, must be reviewed to determine the auction events that are available and to add a new one, if required. Once the specific auction event has been identified, the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, must be completed along with entering the data that identifies the auction that was selected. If it is necessary to change an auction date, the CMAC screen is used to reassign a property to a different auction.

Set-up Bulk Sale

Set-up Bulk Sale - Before a property can be assigned to be sold via a bulk sale, the CMF5 screen must be reviewed to determine the bulk sale events that are available and to add a new one, if required. Once the optimal bulk sale has been identified, the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, must be completed along with entering data that identifies the bulk sale event that was selected.

3.3 - Maintain Property Case Management Tasks (continued)

Assign Case to Auction/Sale

Assign Case to Auction, Bulk Sale, Advertised Sale, or Direct Sale - The Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, must be completed for a property to be sold. This Screen identifies the type of method that is to be used to dispose of the property.

If the property is to be sold via an auction, the disposition type or sales type must be set to Auction (AU). Other auction-related data must also be entered on the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, such as the auction group number.

If the property is to be sold via a bulk sale, the disposition type or sales type must be set to a Bulk Sale (BU). Other bulk sale-related data must also be entered on the Case Disposition Program (CMC3) screen such as the bulk sale number and bulk package number.

If the property is to be sold via an advertised sale, the disposition type or sales type must be set to Uninsured (UI), Insured (IN), or Insured with Escrow (IE). The advertised sale method (which is the most frequently used method to dispose of a property) involves using the traditional method of listing a property to be sold with an M&M Contractor. If sales incentives are needed to ensure a quick disposal of a property, this can be accomplished by completing the Disp Prog Sales Incentive (CMSI) screen, illustrated and described under **Disposition Program Sales Incentive (CMSI) GOTO Screen**.

If the property is to be sold via a direct sale, the disposition type or sales type must be set to Direct Sale (DR). The Direct Sale is only used when the property is to be sold to a non-profit organization, government agencies, police-next-door, teacher-next-door, or tenant prior to public sale.

Cases must be in step 2 before a DP can be established, unless they have Held Off Market (HOM) codes of 3 (reconveyance), 5 (adverse occupants), 6 (mortgagee action required), 11 (occupied conveyance), or 13 (indicates the case is failing IIF verification). A DP can be added for cases with these five HOM codes for properties still in step 1. A case cannot move from step 2 to step 3 (creation of an approved Disposition Program) and into step 4 or 5 until the DP has been approved, using the **review/approve** mode of the Case Disposition Program (RCMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**.

3.3 - Maintain Property Case Management Tasks (continued)

Maintain Property Processing Screens

This section provides detailed information on the Maintain Property Processing screens. These screens are used to document and track a case as it progresses through steps 3 through 5.

Data Screens

The following Maintain Property screens are covered in this section:

- Auction CMAU
 - Auction Group CMAC
 - Bulk Sale Package..... SMF5
 - Case Disposition Program..... CMC3
 - Disp Prog Sales Incentive GOTO Screen CMSI
 - Disposition Program Approval CMDA
 - Case Reanalysis CMWR
 - Transfer Contract Assignment CMTK
 - Ready to List..... CMRL
-

3.3 - Maintain Property Case Management Tasks (continued)

Auction (CMAU) Data Screen

The Auction (CMAU) data screen, illustrated in Figure 3-21, allows authorized HOC Area (M&M) staff to establish an auction. After an auction is established, the Auction (CMAU) screen is reviewed to determine the auction events that are available and to add a new one, if required. If an auction date should have to be changed, the Auction Group Change screen (CMAC) must be accessed.

Note

This screen must be completed prior to entering a disposition program (DP) on a case with a disposition program type (or sales type) of *AU* for auction. That is, once the specific auction event has been identified, the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, must be completed by authorized HOC Area staff. The disposition program type or sales type code on the Case Disposition Program (CMC3) screen must be set to auction (*AU*), and other data entered that identifies that the auction method of disposal was selected for the displayed case.

Before You Begin

Gather this information before using the Auction (CMAU) screen:

- an auction number

SCREEN: QCMAU_		S A M S		07/05/02	
		CMAU AUCTION QUERY		11:35:46 EST	
NEXT HUD OFFICE CODE:		AUCTION NUMBER: _			
	OPT	AUCTION NUMBER	AUCTION ADVERTISED DATE	AUCTION DATE	
NO MORE AUCTION TO DISPLAY					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR					

Figure 3-21 Auction (QCMAU) Query Screen

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options

On the Auction (CMAU) screen:

- To **locate (query)** an auction(s), enter *QCMAU* in the Screen field and press the <F2> key.
- To perform **summary maintenance** of an auction(s), enter *SCMAU* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions on Table 3-17 Auction (CMAU) Procedure Table to add, modify or delete an auction:

Table 3-17 Auction (CMAU) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next HUD Office Code	2 alphanumeric characters	The HUD Office code displays based upon the logon ID.
Auction Number	2 numeric characters	[REQUIRED] Enter an auction number.
<i>Press the <F2> key.</i>		
Result: <i>The available values of the fields identified below will be retrieved and displayed.</i>		
Opt	1 alphabetic character A = Add M = Modify D = Delete	[REQUIRED] In the summary mode, enter the desired option mode.
Auction Number	2 numeric characters	[REQUIRED] Enter the auction number. This may be any number the HOC Area wishes to use to designate an auction.
Auction Advertised Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the date that the auction is being advertised.
Auction Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the actual date of the auction.
<i>To commit the addition, modification, or deletion of an auction, press the <ENTER> key.</i>		
Result: <i>The system displays an appropriate error message or the successful completion message.</i>		
Note: <i>Press the <ENTER> key again to clear any message before attempting to:</i> <ul style="list-style-type: none">• <i>modify or correct information about an upcoming auction;</i>• <i>add a new auction;</i>• <i>delete or cancel an upcoming auction; or,</i>• <i>exit this screen.</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.3 - Maintain Property Case Management Tasks (continued)

Auction Group (CMAC) Screen

The Auction Group (CMAC) data screen, illustrated in Figure 3-22, allows authorized HOC Area (M&M) staff to change the assignment of a case or property (with a Disposition Program type or sales type = AU for auction)) from its currently assigned auction to an auction scheduled on a different date.

Note

To remove a case from an auction, the case must be reanalyzed if the disposition has been approved.

Before You Begin

Gather this information before using the Auction Group (CMAC) screen:

- the case number to be reassigned
- the new auction number

S A M S		03/18/04
SCREEN: QCMAC_	CMAC AUCTION GROUP CHANGE SCREEN QUERY	11:24:30 EST
NEXT CASE NUMBER: _____		
CASE NUMBER		
SALE TYPE		
PREVIOUS AUCTION GROUP	PREVIOUS ADVERTISED DATE	
NEW AUCTION GROUP:	NEW ADVERTISED DATE	
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-22 Auction Group Change Screen (QCMAC) Query Screen

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options

On the Auction Group Change (CMAC) screen:

- To **locate (query)** or verify the assignment of a case to an auction, enter *QCMAC* in the Screen field and press the <F2> key.
- To **modify** or **change** the assignment of a case associated with an auction to a different auction, enter *MCMAC* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions in the Auction Group Change (CMAC) Procedure Table to modify or reassign a case from one scheduled auction to a different auction:

Table 3-18 Auction Group Change (CMAC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] Enter the case number that is to be reassigned.
<i>Press the <F2> key.</i>		
Result: <i>The available values of the fields identified below will be retrieved and displayed.</i>		
[street address]		System-generated; based on the case selected in the <u>Next Case Number</u> field.
[city, state, zip code]		System-generated; based on the case selected in the <u>Next Case Number</u> field.
Case Number	9 numeric characters	System-generated; display only. Data displayed are based on case number entered in selection criteria.
Sale Type	2 alphabetic characters	System-generated; display only. Data displayed are based on the case number entered as selection criteria.
Previous Auction Group	2 numeric characters	System-generated; display only. Data displayed are based on the case number entered as selection criteria.
Previous Advertised Date	8 alphanumeric characters Format: mm/dd/yy	System-generated; display only. Data displayed are based on the case number entered as selection criteria.
New Auction Group	2 numeric characters	[REQUIRED] Enter the number of the auction that the case is to be reassigned.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-18 Auction Group Change (CMAC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
New Advertised Date	8 alphanumeric characters Format: mm/dd/yy	System-generated; display only. Data displayed are based on the new auction number entered.
<i>To commit the reassignment of a case to a different auction, press the <ENTER> key.</i>		
Result: <i>The system displays an appropriate error message or the successful completion message.</i>		
Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear any message before attempting to:</i> <ul style="list-style-type: none">• <i>reassign another case to a different auction; or,</i>• <i>exit this screen.</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

**Bulk Sale
Package
(SMF5)
Screen**

The Bulk Sale Package (SMF5) data screen, illustrated in Figure 3-23, allows authorized HOC Area (M&M) staff to establish bulk sales packages and set the purchase amounts for bulk sales.

Note

The data on this screen must be completed prior to entering a disposition program (DP) on the Case Disposition Program (CMC3) screen for a case with a disposition program type (or sales type) of *BU* for bulk sale.

*Before You
Begin*

Gather this information before using the Bulk Sale Package (SMF5) screen:

- the bulk sales package number (Any bulk sales package number entered will activate this screen.)

S A M S					07/05/02
SCREEN: ASMF5_	SMF5 BULK SALE PACKAGE ADD				11:45:18 EST
NEXT HUD OFFICE CODE:	BULK NUMBER: _		BULK PACKAGE NUMBER: _		
*HUD OFFICE CODE:	BULK NUMBER:		ADVERTISED DATE:		
	BULK	BULK	BULK SALE	BULK	
	PACKAGE	SALES	PURCHASE	PACKAGE	
OPT	NUMBER	COMMISSION	AMOUNT	DESCRIPTION	
HUD OFFICE CODE IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR					

Figure 3-23 Bulk Sale Package (ASMF5) Add Screen

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options

On the Bulk Sale Package (SMF5) screen:

- To **locate (query)** a bulk sale(s), enter *QSMF5* in the Screen field and press the <F2> key.
- To **modify** a bulk sale(s) enter *MSMF5* in the Screen field and press the <F2> key.
- To **add** a bulk sale(s), enter *ASMF5* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions in Table 3-19 Bulk Sale Package (SMF5) Procedure Table to add, modify, or delete a bulk sales package:

Table 3-19 Bulk Sale Package (SMF5) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next HUD Office Code	2 alphanumeric characters	System-generated; the HUD office code displays based upon the user Logon ID.
Bulk Number	2 numeric characters	[REQUIRED] Enter the bulk number desired in this key field.
Bulk Package Number	2 numeric characters	This key field is not used in the add mode, and is only used in the modify and query modes to reference specific bulk packages.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
*HUD Office Code	2 alphanumeric characters	System-generated based on the HUD office associated with the user's Logon ID. Enter ? and press the <ENTER> key for the Lookup table.
Bulk Number	2 numeric characters	System-generated based upon the entry in the <u>Bulk Number Key Line</u> field.
Advertised Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the date that the bulk sale will be advertised.
Opt	1 alphabetic character A = Add M = Modify D = Delete	Enter the option mode desired.
Bulk Package Number	2 numeric characters	Enter the bulk package number. Any number chosen by the office or the user is allowed.
Bulk Sales Commission	4 numeric characters (Including formatting characters as necessary)	Enter the bulk sales commission if applicable.
Bulk Sale Purchase Amount	14 numeric characters (Including formatting characters as necessary)	Enter the total amount of the bulk sale.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-19 Bulk Sale Package (SMF5) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Bulk Package Description	20 alphanumeric characters	Enter a brief description of the Bulk Sale.
<i>To commit the addition or modification of a bulk sales package, press the <ENTER> key.</i>		
Result: <i>The system displays an appropriate error message or the successful completion message.</i>		
Note: <i>Once the successful completion message displays, be certain to press the <ENTER> key again to clear any message before attempting to:</i> <ul style="list-style-type: none"><i>• modify a bulk sales package</i><i>• add another bulk sales package</i><i>• exit this screen</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.3 - Maintain Property Case Management Tasks (continued)

Case Disposition Program (CMC3) Screen

The Case Disposition Program (CMC3) data screen, illustrated in Figure 3-24, allows authorized HOC Area (M&M) staff to determine the type of disposition program (DP) that is required for a property or case to dispose of it efficiently and expeditiously. This screen also allows the HOC Area to place a property in a held-off market status.

Note

A disposition program cannot be added to a case if the Revitalization Area flag on the Case Definition (CMC1) screen is blank.

There are three (3) optional GOTO screens that can be used to:

- Add additional remarks concerning the case
- Authorize repairs
- Add sales incentives pertinent to a property. A case cannot move beyond processing step 2 until the DP is approved.

Note

The Property Description (CMC2), URAR Page 1 (CMUR), and Case Disposition Program (CMC3) screens contain several identical data fields. If data are entered for one of these identical data fields on any of these data screens, the system automatically updates the other two data screens. These screens are illustrated and described under **Property Description (CMC2) Screen**, **URAR Page 1 (CMUR) Screen**, and **Case Disposition Program (CMC3) Screen**, respectively.

The current sales incentives are updated based on the current step. If the case is reanalyzed in:

- Steps 3 through 5, then the sales incentive is deleted for the current disposition program.
- Steps 6 or 7, the Incentive Used Flag is set to *N* (No) on all incentives for the current disposition program.

In addition, if a case is reanalyzed using the **reanalysis** mode of the Case Reanalysis (CMWR) screen, illustrated and described under **Case Reanalysis (CMWR) Screen**, the case is automatically returned to step 2.

3.3 - Maintain Property Case Management Tasks (continued)

Before You Begin

Gather this information before using this screen:

- Case number for a property in step 1 or step 2
- HUD-9516-A, Initial Inspection Report Condition of Property form, if needed
- Uniform Residential Appraisal Report form, if needed (referred to as the URAR)
- Auction or bulk sale group information for **auction** or **bulk sale** properties only

```

                                S A M S                                07/21/04
SCREEN: QCMC3_                CMC3 CASE DISPOSITION PROGRAM QUERY    13:29:30 EST

NEXT CASE NUM:  _____ DISP PROG NUM:  _____ HUD OFFICE:  _____ ADVTSG CODE:  _____
CASE NUMBER          ADDRESS:
                        UNIT #:
CURRENT FEE STATUS   *HOM CODE:          REVITALIZATION AREA:
FLOOD ZONE:          AIRPORT ZONE:        DECLINE ACQUISITION:  LBP:  (Y,N,U)
DEF PAINT:           TREAT AMOUNT:         HIST DISTRICT:      NATIONAL RGSTR:
15 DAY RLS:          SUBJ OCCUPANCY:        203K:      DISP PROG NUMBER:

  *SALES TYPE:          GO TO SALES INCENTIVES:  _____
GO TO REPAIRS:  _____ REPAIR AMOUNT:          RAL AMOUNT:
LIST PRICE:          EARNST MONEY:          ESCROW AMT
ALT LIST PRICE:      ALT EARNST MONEY:        RAZE:  COST:
  *AUCTION GROUP:    INSURABLE:          *BULK NUMBER:      *BULK PACKAGE NUMBER:
APPRAISED VALUE      DISCOUNT PERCENT:    DISCOUNT PRICE:
OPT *AD CODE  OPT *AD CODE  OPT *AD CODE  OPT *AD CODE  OPT *AD CODE

  READY TO LIST:      ACCEPT AT PREVIOUS LIST:    SPECIAL SALE CODE:
GO TO REMARKS:  _____
PREPARING LOGID          READY FOR APPROVAL DATE:
APPROVING LOGID          APPROVE:          APPROVAL DATE
CASE HUD OFFICE  PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

Figure 3-24 Case Disposition Program (ACMC3) Add Screen

Data Screen Options

On the Case Disposition Program (CMC3) screen:

- To **locate** (*query*) information previously entered on a case, enter *QCMC3* in the Screen field and press the <F2> key. If the Disposition Program Number key field is left blank, SAMS automatically recalls the most recently approved DP. Disposition program information for both open and closed cases are available in the *query* mode.
- To **add** information on a case, enter *ACMC3* in the Screen field and press the <F2> key. SAMS will allow only one unapproved DP for a case at any one time. Another DP can be added only after the current DP is approved.

Note

A disposition program record cannot be created for cases with a custodial fee status for a HECM acquisition type, or if the Revitalization flag in the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen**, is blank.

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options (continued)

- To **modify** information on a case that has not been approved, enter *MCMC3* in the Screen field and press the <F2> key. DP information can be modified anytime before the case DP is approved. Once the case DP is approved, limited data fields can be modified using the update option. In the key field, identify the DP number to be modified.
- To **review/approve** a DP for a case, enter *RCMC3* in the Screen field and press the <F2> key. A case can be approved directly on this data screen if the case number is known. Otherwise, use the Disposition Program Approval (CMDA) screen, illustrated and described in **Disposition Program Approval (CMDA) Screen**, in the **query** option mode to select a case and move to the Case Disposition Program (CMC3) screen in the **review/approval** option mode. Approval of the Case Disposition Program (CMC3) screen moves a case to step 4 (Repairs Required), to step 5 (Ready to List), or leaves the case in step 3 if the case is HOM or a direct sale. An automatic Sales Incentive is only added when a disposition program is approved and not HOM (in the review mode).
- In the **review/approve** option mode, accessible data fields are limited to the three (3) GOTO screens and the Approve field. The Disp Prog Sales Incentive (CMSI) screen and the Repairs Required (CMRP) GOTO screens are accessed in the **query** option mode and the Property Remark (CMPR) GOTO screen is available in the **add** option mode. These screens are illustrated and described under **Disposition Program Sales Incentive (CMSI) GOTO Screen**, **Repairs Required (CMRP) GOTO Screen**, and **Property Remark (CMPR) GOTO Screen**, respectively.
- To **approve** a DP, enter *Y*; to disapprove a DP, enter *N*. All final DP system edits are performed in this option mode. If any required data fields have not been completed, the system will provide an error message to identify what is missing. SAMS will allow multiple approved DPs for a case at any one time, but will recognize only the most recently approved DP as the current DP.

Note

Approval will not be allowed if the Property Manager contract is no longer valid.

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options (continued)

- To **update** information about a case DP that has been approved, enter *UCMC3* in the Screen field and press the <F2> key. Access to data fields is limited to the three (3) GOTO screens and the Ad Code field. The Disp Prog Sales Incentive (CMSI) screen and the Repairs Required (CMRP) GOTO screens are accessed in the **query** option mode and the Property Remark (CMPR) GOTO screen is available in the **add** option mode. To modify other data fields, establish a new DP to reflect those changes and obtain approval for this revised DP so it can progress in SAMS. These screens are illustrated and described under **Disposition Program Sales Incentive (CMSI) GOTO Screen, Repairs Required (CMRP) GOTO Screen, and Property Remark (CMPR) GOTO Screen**, respectively.
- To **copy** information previously entered on an old DP number to a new DP number, enter *CCMC3* in the Screen field and press the <F2> key. If most of the information on the old DP number matches the new DP number, this option allows the user to copy that data and change those data fields on the new DP number that are different from the old DP number. In effect, this allows the user to perform a simplified case re-analysis without having to re-enter a complete DP when the case only needs minor adjustment. Once the data screen is committed and before it has been approved, changes for the new DP can be made in the **modify** option mode. SAMS generates the most recently approved DP to copy unless another, older DP number is indicated on the screen. In addition, the user can enter multiple advertising codes on this screen in the **copy** mode.

Note

In the **add** and **copy** modes, only one disposition can be worked for a case at a time. An error message displays if the user attempts to add a new disposition when the prior disposition program's approval date is blank.

Note

If a disposition program is pending for the case, a message will be displayed indicating the effective date of the disposition program. A disposition is not considered "effective" until the entry in the Ready to List Date field on the Ready to List (CMRL) screen, illustrated and described under **Ready to List (CMRL) Screen**, equals the current system date. The case does not progress to the next step until the disposition program is effective. If the case is held off the market, the Appraisal Required flag is Y (Yes), and the URAR Recd Date field on the URAR Page 1 (CMUR) screen, described and illustrated under **URAR Page 1 (CMUR) Screen**, is blank, a message displays stating that an appraisal is required for the HOM code.

3.3 - Maintain Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-20 Case Disposition Program (CMC3) Procedure Table to add Disposition Program information for a case:

Table 3-20 Case Disposition Program (CMC3) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Num	9 numeric characters	[REQUIRED] Enter the case number in this key field to search for a specific case number.
Disp Prog Num	2 numeric characters	<p>[REQUIRED] System-generated in the <i>add</i> mode based on the entry in the Next Case Num field. In the <i>query</i> mode, the system displays the most recent approved Disposition Program number; can be modified.</p> <p><i>Note:</i> The number in this key field should always match the <u>Disp Prog Num</u> data field to verify that the correct DP/case number combination is being worked</p>
HUD Office	N/A	Key field is system-generated based upon the Logon ID; display only.
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		
Advtsg Code	2 alphanumeric characters	<p>When <i>adding</i> a DP for a case, skip this key field. Otherwise, this key field is used to determine whether a particular advertiser (displayed in the <u>Ad Code</u> data field) has been defined for the case number/DP number combination entered.</p> <p><i>Note:</i> Multiple advertising codes are allowed. When all the <u>Ad Code</u> fields on this screen are filled, enter the highest ad code in this field and press the <ENTER> key to re-display the screen with the code entered in this field in the far-left <u>Ad Code</u> field and the <u>Ad Code</u> fields to the right will be blank to allow entry of additional codes.</p>
Case Number	N/A	System-generated from the Next Case Number; display only.
Address	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.
Unit#	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Current Fee Status	2 alphabetic characters	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen . <i>Note: If the fee status needs to be modified, return to the Case Definition (CMC1) screen to make the correction.</i>
*HOM Code	2 alphanumeric characters	[REQUIRED] Either enter the held off market (HOM) code, or enter ? and press the <ENTER> key for the Lookup screen. If the entry in this field is: <ul style="list-style-type: none"> LP (Lead Based Paint), the <u>Lead Based Paint</u> flag must be set to Y (Yes). N (Not Held Off the Market) in this field the system will verify that the case has a Property Manager and Appraiser assigned and an entry is required in the 203K field. 32, the <u>Special Program Fee</u> field on the Case Definition (CMC1) screen must be NYO (NY MOU Occupied) 33, the <u>Special Program Fee</u> field on the Case Definition (CMC1) screen must be NYU (NY MOU Unoccupied) <i>Note: If the entry in the <u>Current Fee Status</u> field = VL, the entry in this field cannot = LP.</i>
Revitalization Area	1 alphabetic character Y = Yes N = No	[REQUIRED] System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; may be modified.
Flood Zone	1 alphabetic character Y = Yes N = No	System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , or URAR Page 1 (CMUR) screen; illustrated and described under URAR Page 1 (CMUR) Screen , may be modified.
Airport Zone	1 alphabetic character Y = Yes N = No	System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , or URAR Page 1 (CMUR) screen; illustrated and described under URAR Page 1 (CMUR) Screen , maybe modified.
Decline Acquisition	1 alphabetic character Y = Yes N = No	[REQUIRED] if Airport Zone = Y. Enter Y or N to indicate whether or not the Airport Authority declined purchase of the property.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
LBP	1 Alphabetic character Y = Yes N = No U = Unknown	[REQUIRED] Enter the Lead Based Paint status code. An entry of <i>Y</i> (Yes) in this field indicates that the house is know to have lead based paint or defective paint. <i>Note:</i> Entry in the <u>LBP</u> field must = <i>Y</i> if the entry in the <u>HOM</u> field = <i>LP</i> (lead paint).
Def Paint	1 alphabetic character Y = Yes N = No	[REQUIRED] System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , or URAR Page 1 (CMUR) screen; illustrated and described under URAR Page 1 (CMUR) Screen , may be modified. <i>Note:</i> If the entry in this field is: <ul style="list-style-type: none"> <i>N</i> (No) or blank, the entry in the <u>Treat Amount</u> field must be 0. <i>Y</i> (Yes), the entry in the <u>Treat Amount</u> field must be greater than 0.
Treat Amount	6 numeric characters (whole dollars only)	[REQUIRED] If the <u>Defective Paint</u> data field = <i>Y</i> , enter the estimated amount to treat the defective paint condition. <i>Note:</i> If the entry in the <u>Def Paint</u> field is: <ul style="list-style-type: none"> <i>N</i> (No) or blank, the entry in the <u>Treat Amount</u> field must be 0. <i>Y</i> (Yes), the entry in the <u>Treat Amount</u> field must be greater than 0.
Hist District	1 alphabetic character Y = Yes N = No	System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , or URAR Page 1 (CMUR) screen; illustrated and described under URAR Page 1 (CMUR) Screen , maybe modified.
National Rgstr	1 alphabetic character Y = Yes N = No	System-generated if previously entered on the Property Description (CMC2) screen, illustrated and described under Property Description (CMC2) Screen , or URAR Page 1 (CMUR) screen; illustrated and described under URAR Page 1 (CMUR) Screen , may be modified.
15 Day Rls	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> to show that the property allows a release from a 15-day block; enter <i>N</i> if it does not. The default response is <i>Y</i> . This field is used to delay marketing homes that may be leased to organizations that help the homeless.
Subj Occupancy	1 alphabetic character Y = Yes N = No	Enter <i>Y</i> or <i>N</i> to indicate whether or not the property is being sold subject to occupancy.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
203K	1 alphabetic character Y = Yes N = No	[REQUIRED] If <i>HOM Code</i> is <i>N</i> (No) enter <i>Y</i> (Yes) or <i>N</i> (No) to indicate whether or not the property applies to a 203K. The default response is <i>N</i> (No). The field will be blanked out if the HOM code is not equal to <i>N</i> (No). In the add, copy, and modify modes, a DP for 203K cases can be created with a list price of \$1.00; only if the Special Sales code is 203K and the Sales Type is <i>DR</i> (Direct Sale).
Disp Prog Number	N/A	System-generated from the <u>Disp Prog Num</u> key field; display only. This data field reflects the <i>actual DP</i> being worked and should match the DP number in the <u>Disp Prog Num</u> key field, except in the <i>copy</i> mode. If this number <i>does not match</i> and is not the DP number desired, press the <TAB> key to return to the <u>Disp Prog Num</u> Key Line field. Enter the number of the DP to be accessed, and press the <F2> key. When using the <i>copy</i> option mode, this field reflects the new DP being created. <i>Note:</i> The <i>only</i> time the numbers displayed in the <u>Disp Prog Number</u> field and the <u>Disp Prog Number Key Line</u> field will differ is in the <i>copy</i> mode.
* Sales Type	2 alphabetic characters	[REQUIRED] If <i>HOM Code</i> is <i>N</i> (No), either enter the Disposition Program sales type code, or enter ? and press the <ENTER> key for the Lookup screen. This data field should be blank if the case is HOM. <i>Note:</i> <i>Direct Sale</i> is only used when properties are offered to Government Agencies, Non-Profits, Officer-Next-door, Teacher-Next-door, and Tenants prior to public sale.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Sales Incentives	1 alphabetic character X	<p>Enter X to designate which sales incentives are offered for this property.</p> <p>Result: <i>The system displays the Disp Prog Sales Incentive (CMSI) screen. Placing an X in the <u>Return</u> field on the Disp Prog Sales Incentive (CMSI) screen returns the user to the Case Disposition Program (CMC3) screen in the modify (MCMC3) mode. Refer to the Disposition Program Sales Incentive (CMSI) GOTO Screen section for details.</i></p> <p>Note: <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO Repairs</u> field, no entry is allowed in this field.</i></p>
GOTO Repairs	1 alphabetic character X	<p>Enter X to view or add repairs recommended for the property.</p> <p>Result: <i>The system displays the Repairs Required (CMRP) screen. Entering an X in the <u>Return</u> field on the Repairs Required (CMRP) screen returns the user to the Case Disposition Program (CMC3) screen in the modify (MCMC3) mode. Refer to the Repairs Required (CMRP) GOTO Screen section for details.</i></p> <p>Note: <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO Sales Incentive</u> field, no entry is allowed in this field.</i></p>
Repair Amount	N/A	<p>If repairs have been recommended with a C or R on the Repairs Required (CMRP) GOTO screen the system generates the total amount; display only. Refer to the Repairs Required (CMRP) GOTO Screen section for details.</p>
RAL Amount	N/A	<p>System-generated from the Repairs Required (CMRP) screen, illustrated and described under Repairs Required (CMRP) GOTO Screen, if any repairs have been recommended by the RAL (repair authorization letter); display only.</p>

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
List Price	11 numeric characters (Including formatting characters as necessary)	<p>[REQUIRED] If HOM Code is <i>N</i> (No), enter the proposed list price. If the <u>Special Sale Code</u> entry is <i>ACA</i>:</p> <ul style="list-style-type: none"> And the <u>Appraised Value</u> is greater than \$25,000, the entry in this field must equal the most recent <u>Appraised Value</u> And the <u>Appraised Value</u> is greater than \$50,000, the <u>Discount Amount</u> will equal the <u>Appraised Value</u> minus the 50% discount. If the <u>Appraised Value</u> is less than or equal to \$25,000, the system sets the <u>List Price</u> and the <u>Discount Price</u> to \$1.00 and the <u>Discount Percent</u> to 0.0. <p>If the <u>Special Sale Code</u> entry is <i>GNP</i>, the system generates the <u>Discount Price</u> and <u>List Price</u> as \$1.00 and the <u>Discount Percent</u> as 0.0.</p> <p>If the <u>Special Sale Code</u> entry is <i>203K</i>, the system generates a <u>List Price</u> and <u>Discount Price</u> of \$1.00.</p> <p>System-generated; for the first disposition program that meets the following criteria:</p> <ul style="list-style-type: none"> Has a List Price Is not HOM List Price is not less than the most recent As Is Value (Appraised Value)
Earnst Money	6 numeric characters (Including formatting characters as necessary)	Enter the earnest money deposit amount for cases with a <u>DP Type</u> equal to IC (Insured with Conditions).
Escrow Amt	7 numeric characters (whole dollars only) (Including formatting characters as necessary)	<p>[REQUIRED] If <u>DP Sales Type</u> = <i>IE</i> (Insured with Escrow) enter the repair(s) escrow amount if either:</p> <ul style="list-style-type: none"> The entry in the <u>Sales Type</u> field is <i>DR</i> (Direct Sale) and the Insurable flag is set to <i>Y</i> (Yes) The Program Type is <i>AU</i> (Auction) and the Insurable flag is <i>Y</i> (Yes)
Alt List Price	11 numeric characters (Including formatting characters as necessary)	[REQUIRED] If <u>DP sales type</u> = <i>IE</i> (Insured with Escrow), enter the alternative list price.
Alt Earnst Money	11 numeric characters (Including formatting characters as necessary)	If the <u>DP type</u> is <i>IC</i> (Insured with Condition), enter the alternative earnest money deposit required amount for cases with a <u>DP</u> .
Raze	1 alphabetic character Y = Yes N = No	[REQUIRED] If <u>DP Sales Type</u> = <i>UI</i> (Uninsured), enter <i>Y</i> or <i>N</i> to indicate whether or not the property should be razed. The default response is <i>N</i> .

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Cost	6 numeric characters (Including formatting characters as necessary)	Enter the estimated cost to raze the property.
*Auction Group	2 numeric characters	<p>[REQUIRED] If DP Sales Type = <i>AU</i> (Auction), enter auction group code, or enter ? and press the <ENTER> key for the Lookup screen.</p> <p>Note: <i>The system will check the Auction Date before allowing a case to be added to the Auction group. The Auction date must be greater than the current system date.</i></p>
Insurable	1 alphabetic character Y = Yes N = No	[REQUIRED] If DP Sales Type = <i>AU</i> (Auction) or <i>DR</i> (Direct Sale) enter Y or N to indicate whether or not the property is eligible for FHA mortgage insurance.
*Bulk Number	2 numeric characters	[REQUIRED] If DP Sales Type = <i>BU</i> (Bulk Sale) either enter the bulk number being assigning, or enter ? and press the <ENTER> key for the Lookup screen.
*Bulk Package Number	2 numeric characters	[REQUIRED] Enter the bulk package number code or enter ? and press the <ENTER> key for the Lookup table.
		System-generated if DP Sales Type = <i>BU</i> (Bulk Sale), and if the Lookup screen was used to select the bulk number.
Appraised Value	N/A	System-generated; entry denotes the appraised value of the property. This field is protected from updates. If the property is Held Off the Market, this field will not display.
Discount Percent	4 numeric characters <i>example: 10.5</i>	<p>[REQUIRED] If DP Sales Type = <i>DR</i> (Direct Sale), enter the discount percent (include partial percentages). If only the <u>Discount Price</u> data field has been entered, the Discount Percent is calculated by the system.</p> <p>Note: <i>If the <u>Special Sale Code</u> is <u>ACA</u>, the entry in this field will equal the <u>Discount Amount</u> divided by the <u>List Price</u> multiplied by 100.</i></p> <p>Note: <i>If the DP is not an ACA case or a \$1 home sale (ACA or GNP), the only discount percents allowed for direct sales are 10%, 15%, 30%, or 50%.</i></p> <p>Note: <i>If the <u>Discount Percent</u> data field is entered, the system will always calculate the discount price, even if a value is entered in the <u>Discount Price</u> field.</i></p>

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Discount Price	7 numeric characters (whole dollars only)	<p>[REQUIRED] If DP Sales Type = <i>DR</i> (Direct Sale), enter the discount price. If the <u>Discount Percent</u> field has been entered, the discount price will be calculated by the system.</p> <p>Note: If the <u>Special Sale Code</u> is <i>ACA</i>, the entry in this field will equal the <u>List Price</u> minus the <u>Discount Amount</u>.</p> <p>Note: If the <u>Discount Percent</u> data field is entered, the system will always calculate the discount price, even if a value is entered in the <u>Discount Price</u> field.</p>
Opt	1 alphabetic character A = Add D = Delete	<p>To add an advertising code, enter A. The screen allows space for five advertising codes. If more space is required, press the <ENTER> key to commit the screen with the first five codes. To enter the additional codes, return to the screen in the <i>modify</i> option mode and add the remaining codes. To delete an advertising code, enter D.</p> <p>Note: If <i>A (Add)</i> is entered in this field, an advertising code must be entered in the <u>Ad Code</u> field.</p>
*Ad Code	2 alphanumeric characters	<p>Either enter the ad code, or enter ? and press the <ENTER> key for the Lookup screen.</p> <p>Note: Multiple advertising codes can be entered, one at a time, in these fields.</p> <p>Note: Multiple advertising codes are allowed. When all the <u>Ad Code</u> fields on this screen are filled, enter the highest ad code in the <u>Advtsng Code</u> field and press the <ENTER> key to re-display the screen. The code entered in the <u>Advtsng Code</u> field displays in the left-most <u>Ad Code</u> field and the <u>Ad Code</u> fields to the right will be blank to allow entry of additional codes.</p>

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Ready To List	N/A	<p>System-generated:</p> <ul style="list-style-type: none"> If the <u>HOM Code</u> field is <i>N</i> (not held off market), the system defaults the <u>Ready to List</u> field to <i>Y</i> which moves the case to step 5 (once it has been approved). This field may be modified <i>if</i> the HOM code is <i>N</i>. Type <i>N</i> in this field to move the case to step 4 Repairs Required once it has been approved. If the <u>HOM Code</u> is anything other than <i>N</i>, the system defaults the <u>Ready to List</u> field to <i>N</i> and the field may not be modified.
Accept At Previous List	<p>1 alphabetic character</p> <p>Y = Yes</p> <p>N = No</p>	<p>Enter <i>Y</i> or <i>N</i> to indicate whether or not the property can accept the previous list price while it is in the process of being re-listed.</p> <ul style="list-style-type: none"> The field may be set to <i>Y</i> (Yes) only if the case has more than 1 DP, has been listed previously and has a <u>Ready to List</u> value equal to <i>Y</i>. In the <i>add</i>, <i>copy</i>, and <i>modify</i> modes, the field can be set to <i>Y</i> (Yes) if the Sales Type tied to the DP is <i>AU</i> (Auction) and the previous DP is not held off the market. If <u>Sales Type</u> is <i>DR</i> (Direct Sale), the field will be set to <i>N</i> and protected. If the <u>HOM Code</u> is not equal to <i>N</i>, the field will default to <i>N</i> and be protected If the entry in this field is <i>Y</i> (Yes) and the entry in the Ready to List field is <i>Y</i> (Yes), the Pending flag is set to <i>Y</i> (Yes) and the case is moved to step 6. <p>The entry in this field is set to <i>N</i> (No):</p> <ul style="list-style-type: none"> In the <i>add</i> and <i>modify</i> modes, if the disposition program has a List Date later than the current Property List Date, the entry in this field is set to <i>N</i> (No). If the DP Type is <i>DR</i> (Direct Sale), this field is set to <i>N</i> (No) and is protected. In the <i>add</i>, <i>copy</i>, and <i>modify</i> modes, if the Sales Type tied to the disposition program is <i>AU</i> (Auction) and the previous DP is held off the market. <p>Note: <i>The prior disposition date must have a list date earlier than the current system date.</i></p>

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Special Sale Code	4 alphanumeric characters	<p>Enter the special sale code, if needed, using guidelines determined by the HOC.</p> <p>Note: If the DP being entered for a direct sale is for an ACA case, the entry in this field must be ACA</p> <p>Note: If the DP being entered for a direct sale is for a \$1 home, the entry in this field must be GNP or ACA.</p> <p>Note: This field is automatically updated when the disposition program is approved.</p>
GOTO Remarks	1 alphabetic character X	<p>Enter X to review or add remarks or comments about a property or case.</p> <p>Result: The system displays the Property Remark (CMPR) GOTO screen. Refer to the Property Remark (CMPR) GOTO Screen section.</p>
Preparing Logon ID	N/A	System-generated from the Logon ID of the individual who prepares the DP for approval; display only.
Ready For Approval Date	8 alphanumeric characters Format: mm/dd/yy	<p>[REQUIRED] before DP can be approved. System-generated with the current system date, but may be modified. Delete the entry in this field (make the field blank) if the DP is not ready for approval yet.</p> <p>Note: The DP cannot receive final approval until the date is entered in this field.</p>
Approving Logon ID	N/A	System-generated in the review/approve option mode only
Approve	1 alphabetic character Y = Yes N = No	<p>[REQUIRED] In the review/approve mode, enter Y (Yes) to approve the disposition.</p> <p>Note: If the case is in step 1 and the disposition program is held off the market, the <u>Appraisal Required</u> flag must be set to N (No), before the case disposition program can be approved.</p>
Approval Date	N/A	System-generated in the review/approve option mode only .

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-20 Case Disposition Program (CMC3) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
To commit the disposition for this property, press the <ENTER> key.		
Result: <i>The system displays the successful completion message and:</i> <ul style="list-style-type: none">• <i>displays the Disp Prog Sales Incentives (CMSI) screen, illustrated and described under Disposition Program Sales Incentive (CMSI) GOTO Screen, if an X is entered in the <u>GOTO Sales Incentives</u> field.</i>• <i>displays the Repairs Required (CMRP) screen, illustrated and described under Repairs Required (CMRP) GOTO Screen, if an X is entered in the <u>GOTO Repairs</u> field</i>• <i>displays the Property Remark (CMRP) GOTO screen, illustrated and described under Property Remark (CMRP) GOTO Screen, if an X is entered in the <u>GOTO Remarks</u> field.</i>• <i>re-displays the screen with the entry in the <u>Advtisng Code</u> field shown as the entry in the first <u>Ad Code</u> field if more than five (5) advertising codes have been entered for the selected case</i>		
Note: <i>Once the successful completion message displays, press the <ENTER> key again to clear any message and before attempting to:</i> <ul style="list-style-type: none">• <i>enter a disposition for another property in the SAMS active property inventory</i>• <i>exit this screen</i>		
Note: <i>If incorrect data input by the user is detected by SAMS, the system automatically replaces the incorrect value and provides an informational message to alert the user that the entry was changed. If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.3 - Maintain Property Case Management Tasks (continued)

Disposition Program Sales Incentive (CMSI) GOTO Screen

The Disp Prog Sales Incentive (CMSI) GOTO screen, illustrated in Figure 3-25, allows authorized HOC Area (M&M) staff to maintain sales incentives for properties while designing a disposition program (DP) for a case using the **summary maintenance** mode.

- If Headquarters created Sales Incentives through the HUD Sales Incentives (SMSI) screen, illustrated and described under **HUD Sales Incentives (SMSI) Screen** in **Chapter 2 – Global Definitions**, that apply to all cases within a contract area, automatic records will be created when a disposition program is entered. If the case is Held Off the Market, incentives are not added automatically and cannot be entered.
- Automatic incentives can be viewed on the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**.
- Sales Incentives can be added to a case until the case is listed for sale

Before You Begin

Gather this information before using the Disp Prog Sales Incentive (CMSI) screen:

- A valid case number
- The disposition program number associated with the case

Note

The list of sales incentives is provided by the system.

3.3 - Maintain Property Case Management Tasks (continued)

S A M S		02/23/04
SCREEN: QCMSI_	CMSI DISP PROG SALES INCENTIVE QUERY	11:03:51 EST
NEXT CASE NUMBER: _	DISP PROG NUMBER: _	SALES INCENTIVE CODE _
CASE NUMBER	ADDRESS	
DISP PROG NUMBER		
*SALES		INCENTIVE
INCENTIVE		USED
CODE	DESCRIPTION	AMOUNT FLAG
CASE HUD OFFICE PREFIX IS REQUIRED		RETURN: _
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR		

Figure 3-25 Disp Prog Sales Incentive (QCMSI) Query Screen

Data Screen Options

When entering into the Disp Prog Sales Incentive (CMSI) screen as a GOTO option from the Case Disposition Program (CMC3) screen, the screen is displayed in the **summary maintenance (S)** option mode. Refer to Case Disposition Program (CMC3) Screen for an illustration and detailed description of the Case Disposition Program (CMC3) screen.

On the Disp Prog Sales Incentive (CMSI) screen:

- To **locate (query)** information previously entered for sales incentives for a disposition program, M&M, HOC, and HQ users, enter QCMSI in the Screen field and press the <F2> key.
- To **modify** sales incentive information after a Sales Offer has been entered for the case, M&M users enter MCMSI in the Screen field and press the <F2> key, or enter an *X* in the GOTO Incentives router field on the Offer Acceptance (CMOA) screen, illustrated and described under **Offer Acceptance (CMOA) Screen**, and press the <ENTER> key. The Incentive Used Flag must be updated before the HUD-1 Form can be entered. The **modify** mode allows M&M users to update the Incentive Used Flag field once a Sales Offer has been entered for the case.
- To **add/delete (summary mode)** sales incentive information for a disposition program, M&M users enter SCMSI in the Screen field and press the <F2> key. Incentives may be added to a case until the case is listed for sale.

3.3 - Maintain Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-21 Disp Prog Sales Incentive (CMSI) Procedure Table to add, modify, or delete sales incentives for a case disposition program:

Table 3-21 Disp Prog Sales Incentive (CMSI) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] When accessing this screen using the Expert mode. System-generated; when this screen is accessed from the Case Disposition Program (CMC3) screen; illustrated and described under Case Disposition Program (CMC3) Screen by entering an <i>X</i> in the <u>GOTO Sales Incentives</u> field.
Disp Prog Number	2 numeric characters	[REQUIRED] When accessing this screen using the Expert mode. This field may be modified to search for the sales incentives recorded under another DP number. System-generated; when this screen is accessed from the Case Disposition Program (CMC3) screen; illustrated and described under Case Disposition Program (CMC3) Screen by entering an <i>X</i> in the <u>GOTO Sales Incentives</u> field.
Sales Incentive Code	2 alphabetic characters	This key field is used to determine if a specific sales incentive has been previously recorded for the case number/DP number combination. Codes with values equal to or greater than the code entered in this data field are shown at the bottom of the screen. To view all sales incentives listed for a case, leave this field blank. In <i>modify</i> mode, the sales incentive entered in this field can be used: <ul style="list-style-type: none"> • if the list date for the current DP is less than or equal to the expiration date of the sales incentive code • if the preliminary offer acceptance date is less than or equal to the expiration date of the sales incentive code <p><i>Note:</i> Refer to the HUD Sales Incentives (SMSI) screen, illustrated and described under HUD Sales Incentives (SMSI) Screen in Chapter 2 – Global Definitions, for details on viewing and maintaining Sales Incentive code information.</p>
If modifying any of the system-generated key data fields above, press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-21 Disp Prog Sales Incentive (CMSI) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	N/A	System-generated from the Case Disposition Program (CMC3) screen; illustrated and described under Case Disposition Program (CMC3) Screen . Display only.
Address	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.
Disp Prog Number	N/A	System-generated from the <u>Disp Prog Number</u> key field; display only.
Opt	1 alphabetic character A = Add D = Delete	Enter <i>A</i> to add a sales incentive, or <i>D</i> to delete a sales incentive. <i>Note: Sales incentives cannot be added or deleted for cases in a step greater than 6.</i>
*Sales Incentive Code	2 alphabetic characters	[REQUIRED] In the <i>add</i> mode either enter the sales incentive code, or enter ? and press the <ENTER> key to display a list of Sales Incentive codes available for the user's contract area. System-generated; in the query , modify , and summary modes based on the entry in the Case Number field.
[Sales Incentive] Description	N/A	System-generated based on the entry in the <u>Sales Incentive Code</u> field; display only.
[Sales Incentive] Amount	9 numeric characters	Enter the total dollar amount of the sales incentive. System-generated; based on the provisions of the HUD Sales Incentive. This field is protected from updates until the case is in step 8 or 9.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-21 Disp Prog Sales Incentive (CMSI) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Incentive Used Flag	1 alphabetic character Y=Yes N=No	<p>The Sales <u>Incentive Used Flag</u> is initially set to blank until the case is in step 8 or step 9. The entry in this field changes to:</p> <ul style="list-style-type: none"> • Y (Yes), if the List Date is less than or equal to the expiration date of the sales incentive code (based on the HUD Sales Incentive table) • Y (Yes) if the Preliminary Offer Acceptance Date (on the Sales Contract History table) is less than or equal to the expiration date of the sales incentive code • N (No) if the List Date is greater than the expiration date of the sales incentive • N (No) if the Preliminary Offer Acceptance Date is greater than the expiration date of the sales incentive. <p><i>Note:</i> Entry is allowed in this field only in the modify mode.</p> <p><i>Note:</i> If a sales incentive exists for a case, this field must be updated (only in the modify mode) before the HUD-1 information can be entered on the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen.</p>
Return	1 alphabetic character X	<p>Enter X to return to the:</p> <ul style="list-style-type: none"> • Offer Acceptance (CMOA) screen, if this screen was accessed through the <u>GOTO Incentives</u> router on the Offer Acceptance (CMOA) screen, illustrated and described under Offer Acceptance (CMOA) Screen • Case Disposition Program (CMC3) screen, if this screen was accessed through the <u>GOTO Sales Incentives</u> router on the Case Disposition Program (CMC3) screen, illustrated and described under Case Disposition Program (CMC3) Screen.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-21 Disp Prog Sales Incentive (CMSI) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
To commit the addition, modification, or deletion of the sales incentive information, press the <ENTER> key.		
Result: <i>The system displays the successful completion message and:</i> <ul style="list-style-type: none">• In the modify mode, updates the case record with the changes entered• In the summary maintenance add mode, links the sales incentive to the case• In the summary maintenance delete mode, removes the sales incentive from the case• Displays the Offer Acceptance (CMOA) screen, illustrated and described under Offer Acceptance (CMOA) Screen, if an X is entered in the <u>Return</u> field and this screen was accessed from the Offer Acceptance (CMOA) screen.• Displays the Case Disposition (CMC3) screen, illustrated and described under Case Disposition Program (CMC3) Screen, if an X is entered in the <u>Return</u> field and this screen was accessed from the Case Disposition (CMC3) screen.		
Note: <i>Once the successful completion message displays, press the <ENTER> key again to clear any message and before attempting to:</i> <ul style="list-style-type: none">• enter additional sales incentives• delete sales incentives• modify existing sales incentives• exit this screen.		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.3 - Maintain Property Case Management Tasks (continued)

Disposition Program Approval (CMDA) Screen

The Disposition Program Approval (CMDA) data screen, illustrated in Figure 3-26, belongs to the Determine Method to Dispose of Property Case Management task that identifies, captures and records data that identify the method to be used to dispose of the property. More specifically, this data screen allows authorized HOC Area (M&M) supervisors to identify the properties or cases that have an established disposition program (DP) and are ready for approval. Only authorized HOC Area (M&M) supervisors can approve the DP for a property or case using the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, in the **review/approve** option mode. Approval moves a case to step 4 (Repairs Required), step 5 (Ready to List), or step 3 if it is HOM or a direct sale.

A case can be approved by either using the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, directly or accessing the Case Disposition Program (CMC3) screen through the **query** option mode on the Disposition Program Approval (QCMDA) screen.

If the review for approval is for a single case and the case number is known, the direct access method or expert mode to the Case Disposition Program (CMC3) screen should be used. If the Case Disposition Program (CMC3) screen is used in the **review/approve** option mode, the screen will enable the user to enter and approve additional cases or move on to a new task.

If the review for approval is for several cases or the case numbers are not known, use the Disposition Program Approval (CMDA) screen method to view more information. This screen will list all cases that are available to select with a solid Ready for Approval Date. Select the case to be approved by entering an X next to them and under the Sel column. If using the Disposition Program Approval (CMDA) screen, the system returns to the Disposition Program Approval (CMDA) after every finished approval via the Case Disposition Program (CMC3) screen for the selected cases. This procedure acts like a revolving door in that it will return to the Case Disposition Program (CMC3) screen when the <ENTER> key is pressed.

3.3 - Maintain Property Case Management Tasks (continued)

Before You Begin

Gather this information before using the Disposition Program Approval (CMDA) screen:

- Case ready for approval in step 1 through 6
- Case file for the property
- Disposition Program and History (CMC3SD01) Report, described and illustrated under **Disposition Program and History (CMC3SD01) Report** in **Chapter 11 – SAMS Reports**

S A M S					07/05/02
SCREEN: QCMDA_	CMDA DISPOSITION PROGRAM APPROVAL				11:55:54 EST
NEXT HUD OFFICE: _	CASE NUM: _ _ _ _				
SEL CASE NUMBER	STREET	ADDRESS	CITY	ST	
CURRENT HUD OFFICE IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR					

Figure 3-26 Disposition Program Approval (QCMDA) Screen

Data Screen Options

On the Disposition Program Approval (CMDA) screen :

- To **locate (query)** a case, enter *QCMDA* in the Screen field and press the <F2> key.

3.3 - Maintain Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-22 Disposition Program Approval (CMDA) Procedure Table to locate (query) or find a case and move to the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, with a case that is ready for review/approval:

Reminder

A DP can be accessed for approval either by using this screen or directly from the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, using the review/approve option mode.

Table 3-22 Disposition Program Approval (CMDA) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next HUD Office	N/A	System-generated; display only.
Case Num	9 numeric characters	[REQUIRED] Enter the HUD office prefix or the complete case number in this key field to search for a specific case number.
<i>Press the <ENTER> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Sel	1 alphabetic character X	Enter X next to the case number(s) to review or approve. Selection can be verified by confirming that the address matches the address for the case being located (queried). Result: <i>The system displays the Case Disposition Program (CMC3) screen, illustrated and described under Case Disposition Program (CMC3) Screen, in the review/approve option mode. The case is then ready for review and approval.</i>
Case Number	N/A	System-generated; display only.
Street Address	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.
City	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-22 Disposition Program Approval (CMDA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
State	N/A	System-generated from the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen ; display only.
<i>To approve the disposition of the property selected, press the <ENTER> key.</i>		
Result: The system displays an appropriate error message or the Case Disposition Program (CMC3) screen, illustrated and described under Case Disposition Program (CMC3) Screen , with selected case displayed in the Review/Approve mode.		
Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.		

3.3 - Maintain Property Case Management Tasks (continued)

Case Reanalysis (CMWR) Screen

The Case Reanalysis (CMWR) data screen, illustrated in Figure 3-27, belongs to the Determine Method to Dispose of Property Case Management task that identifies, captures and records data that identify the method to be used to dispose of the property. More specifically, this data screen allows authorized HOC Area (M&M) staff to move a case back to step 2 from step 3, 4, 5, 6, or 7, in order to reanalyze the Disposition Program (DP).

Note

If a case has a future list in process, an information message displays informing the user that the future list date must be deleted and the associated disposition program will be cancelled.

The current sales incentives are updated based on the current step. If the case is reanalyzed in:

- Steps 3 through 5, then the sales incentive is deleted for the current disposition program.
- Steps 6 or 7, the Incentive Used Flag is set to *N* (No) on all incentives for the current disposition program.

In addition, if a case is reanalyzed using the *reanalysis* mode of this screen, the case is automatically returned to step 2.

Note

If the case needs to be reanalyzed and is in steps 3, 4, 5, or 6, the user can reanalyze it creating a new DP using the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, copy option without using the Case Reanalysis (CMWR) screen.

3.3 - Maintain Property Case Management Tasks (continued)

The SAMS Case Reanalysis (CMWR) screen is used if either of these is true:

- The need exists to quickly pull a case off the market (weather or vandalism has intervened to alter the property from a marketable status)
- The office contains a sales section that monitors cases to prevent them from exceeding step parameters and then moves cases to step 2 for reanalysis.

Note

Other situations may arise that indicate use of the Case Reanalysis (CMWR) screen.

*Before You
Begin*

Gather this information before using the Case Reanalysis (CMWR) screen:

- a valid case number

S A M S		02/23/04
SCREEN: RCMWR_	CMWR CASE REANALYSIS	13:01:00 EST
NEXT CASE NUMBER:		
CASE NUMBER		
ADDRESS		
CURRENT CASE STEP STEP DATE		
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-27 Case Reanalysis (RCMWR) Screen

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options

On the Case Reanalysis (CMWR) screen:

- To select a case to move to step 2 for *reanalysis*, enter *RCMWR* in the Screen field and press the <F2> key.

Note

If a case in step 7 is reanalyzed, the active Bid Receipt number is modified, the Status field is set to *C* (Cancelled), the Accepted Flag for all purchasers tied to the active Bid Receipt number is set to *N* (No), and the Offer Cancel Date is changed to reflect the date the case was reanalyzed.

Procedure Table Follow the instructions in Table 3-23 Case Reanalysis (CMWR) Procedure Table to have the system move a case back to step 2.

Note

There are no fields for data entry. Entering the case number and committing this screen, automatically moves the case back to step 2.

Table 3-23 Case Reanalysis (CMWR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] Enter the Case Number. <i>Note:</i> When a new case number is entered in this field, the user is prompted to either press the <ENTER> key to process the current case displayed or press the <F2> key to switch to the new case number
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		
Case Number	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Address	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Current Case Step	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-23 Case Reanalysis (CMWR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Step Date	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
<i>To commit the reanalysis of this case or property and move the case back to step 2, press the <ENTER> key.</i>		
Result: <i>The system displays an appropriate error message or the successful completion message. If a future list is pending for the case, the system displays a message advising the user that a future list exists and must be deleted before reanalyzing the case.</i>		
Note: <i>Once the successful completion message displays, press the <ENTER> key again to clear any message and before attempting to:</i> <ul style="list-style-type: none">• <i>exit this screen, or</i>• <i>reanalyze another case or property.</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.3 - Maintain Property Case Management Tasks (continued)

Transfer Contract Assignment (CMTK) Screen

The Transfer Contract Assignment (CMTK) data screen, illustrated in Figure 3-28, is part of the Reassign Property to different Property Manager task that identifies, captures, and records data that identify the reassignment of one or more properties to a different property manager. This data screen allows authorized HOC Area (M&M) staff to transfer the responsibility for all cases associated with a specific PM contract to a different existing PM contract.

Before You Begin

Gather this information before using the Transfer Contract Assignment (CMTK) screen:

- PM contract numbers
- PM NAIDs

S A M S		07/25/02
SCREEN: MCMTK_	CMTK TRANSFER CONTRACT ASSIGNMENT MODIFY	10:10:53 EST
NEXT PM CONTRACT NUMBER: _____	PROPERTY MANAGER NAID: _____	
HUD OFFICE CODE HQ	CONTRACT YEAR: _____	
BEFORE TRANSFER		
OLD PM CONTRACT NUMBER	OLD PROPERTY MANAGER NAID	
OLD HUD OFFICE CODE	OLD CONTRACT YEAR	
NAME		
AFTER TRANSFER		
NEW PM CONTRACT NUMBER:	NEW PROPERTY MANAGER NAID:	
NEW HUD OFFICE CODE: HQ	NEW CONTRACT YEAR	
NEW NAME		
EFFECTIVE DATE: 07/25/02		
PROPERTY MANAGER NAID IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-28 Transfer Contract Assignment (MCMTK) Modify Screen

Data Screen Options

On the Transfer Contract Assignment (CMTK) screen:

- To *modify* a contract assignment, enter *MCMTK* in the Screen field and press the <F2> key.

3.3 - Maintain Property Case Management Tasks (continued)

Procedure Table Follow the instructions in Table 3-24 Transfer Contract Assignment (CMTK) Procedure Table to modify or transfer a contract assignment:

Table 3-24 Transfer Contract Assignment (CMTK) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next PM Contract Number	12 alphanumeric characters	[REQUIRED] Enter the PM contract number.
Property Manager NAID	10 alphanumeric characters	[REQUIRED] Enter the PM NAID.
HUD Office Code	N/A	System-generated; display only.
Contract Year	4 numeric characters Format: CCYY	[REQUIRED] Enter the Contract Year.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
BEFORE TRANSFER		
Old PM Contract Number	N/A	System-generated PM contract number based on the selection criteria entered; display only.
Old Property Manager NAID	N/A	System-generated based on the selection criteria entered; display only.
Old HUD Office Code	N/A	System-generated based on the selection criteria entered; display only.
Old Contract Year	N/A	System-generated based on the selection criteria entered; display only.
Name	N/A	System-generated based on the selection criteria entered; display only.
AFTER TRANSFER		
New PM Contract Number	12 alphanumeric characters	[REQUIRED] Enter the new PM contract number.
New Property Manager NAID	10 alphanumeric characters	[REQUIRED] Enter the New PM NAID.
New HUD Office Code	N/A	System-generated; display only.
New Contract Year	N/A	System-generated; display only.
New Name	N/A	System-generated; display only.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-24 Transfer Contract Assignment (CMTK) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Effective Date	N/A	System-generated with the current system date; may be modified.
<i>To commit the reassignment of cases to a different property manager, press the <ENTER> key.</i>		
Result: <i>The system displays an appropriate error message or the successful completion message.</i>		
Note: <i>Once the successful completion message displays, press the <ENTER> key again to clear any message before attempting to:</i>		
<ul style="list-style-type: none">• <i>reassign another property manager</i>• <i>exit this screen</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

3.3 - Maintain Property Case Management Tasks (continued)

Ready to List (CMRL) Screen

Before You Begin

The Ready to List (CMRL) data screen, illustrated in Figure 3-29, allows authorized HOC Area (M&M) staff to move a case from step 4 (Repairs Required) to step 5 (Ready to List).

Gather this information before using the Ready to List (CMRL) screen:

- the case number for a property that is in step 4
- the case number for a property with a pending DP with a Ready to List flag set to *N* (No), and the Accept at Previous flag set to *Y* (Yes)
- Completed repairs
- Ready to list date

S A M S		07/05/02
SCREEN: ACMRL_	CMRL READY TO LIST ADD	11:57:32 EST
NEXT CASE NUMBER: _____		
CASE NUMBER		
HUD OFFICE		
CURRENT STEP		
STEP DATE		
SPECIAL SALE CODE		
READY TO LIST DATE:	07/05/02	
GO TO REMARKS:	_	
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 3-29 Ready to List (ACMRL) Add Screen

3.3 - Maintain Property Case Management Tasks (continued)

Data Screen Options

On the Ready to List (CMRL) screen:

- To **add** a property that is ready to list, enter *ACMRL* in the Screen field and press the **<F2> key**.

Note

For a case to be processed on the Ready to List (CMRL) screen, the case must be in step 4.

- To **delete** a property that was made ready to list (moved to step 5 and previously in step 4) and move it back to step 4, enter *DCMRL* in the Screen field and press the **<F2> key**. Only a case that was previously in step 4 can use the delete option mode of the Ready to List (CMRL) screen.

Note

For a step 5 record to be deleted on the Ready to List (CMRL) screen, the case must be in step 5.

Procedure Table Follow the instructions in Table 3-25 Ready to List (CMRL) Procedure Table to add or identify a property as ready to list:

Table 3-25 Ready to List (CMRL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters Format: 999 999999	[REQUIRED] Enter the Case Number in this key field to search for and identify which case or property is ready to list.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Case Number	N/A	System-generated based on the entry in the <u>Next Case Number</u> field. In the add or modify mode, this field is used to determine which case is being updated.
HUD Office	N/A	System-generated based on the case number selected, display only.
Current Step	N/A	System-generated based on the case number selected, display only.

3.3 - Maintain Property Case Management Tasks (continued)

Table 3-25 Ready to List (CMRL) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Step Date	N/A	System-generated based on the case number selected, display only.
Special Sale Code	N/A	System-generated if a special sale code was entered on the Case Disposition Program (CMC3) screen; illustrated and described under Case Disposition Program (CMC3) Screen . Display only.
Ready to List Date	N/A	System-generated, display only. In add mode, defaults to the current system date and is protected.
GOTO Remarks	1 alphabetic character X	Enter X to add remarks or comments about the property. Result: <i>The system displays the Property Remark (CMPR) screen. Refer to the Property Remark (CMPR) GOTO Screen section.</i>
<p>Press the <ENTER> key.</p> <p>Result: <i>The system displays the successful completion message:</i></p> <ul style="list-style-type: none">• In the add mode, the <u>Ready to List</u> flag for the new disposition program is set to Y (Yes) and the <u>Pending List</u> flag on the table is set to Y (Yes) to indicate that the case is ready to list and needs a List date.• In the delete mode, the <u>Ready to List</u> flag for the new disposition program is set to N (No) and the <u>Pending List</u> flag is set to N (No).• If an X is entered in the GOTO Remarks field, the system displays the Property Remark (CMPR) screen, illustrated and described under Property Remark (CMPR) GOTO Screen. <p>Note: <i>Once the successful completion message displays, press the <ENTER> key again to clear any message and before attempting to:</i></p> <ul style="list-style-type: none">• identify additional properties that are ready to list in the SAMS active property inventory• exit this screen <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

3.4 Dispose of Property Case Management Tasks

Dispose of Property Processing Tasks

The Dispose of Property function identifies, captures, and records data associated with the tasks required to successfully dispose of a property via sale or reconveyance. [Figure to be provided] shows the relationship of these tasks to the flow of a property through the Case management Process. The Case Management tasks included in the Dispose of Property Function are:

Task 1: List Property for Sale (Step 6)

Task 2: Accept Preliminary Offer for Property (Step 7)

Task 3: Record Bids Received

Task 4: Accept Sales Offer/Contract (Step 8)

Task 5: Record Sale or Settlement of Property (Step 9)

Task 6: Close/Archive Property (Step 10)

Task 1: List Property for Sale Task (Step 6)

The List Property for Sale (Step 6) task identifies, captures, and records data that identify the properties that are ready to be listed for sale within a HUD office. This task allows authorized HOC Area (M&M) staff to move cases with approved Disposition Programs (DP) from step 5 (Ready to List) using any of three List for Sale data screens:

- Use the List for Sale by Step 5 (CML5) data screen, illustrated and described under **List for Sale by Step 5 (CML5) Screen**, to move cases from step 5
- Use the List for Sale by Special Code (CMLP) screen, illustrated and described under **List for Sale by Special Code (CMLP) Screen**, to move cases using the special sale code designated by the HOC
- Use the List for Sale by Sales Type (CMLT) screen, illustrated and described under **List for Sale by Sales Type (CMLT) Screen**, to move cases using the DP sale type that specifies how the property has been offered for sale

Cases may be designated for listing in the future by assigning a future list date on any of the list screens. The case will not move to step 6 (List) until the date indicated in the Future List Date field. The disposition program becomes effective when the Listing Date equals the current system date.

Task 2: Accept Prelimin ary Offer for Property Task (Step 7)

The Accept Preliminary Offer for Property (Step 7) task identifies, captures, and records data that identify when a preliminary offer from a prospective buyer has been received for a property. A case is moved to step 7 to indicate preliminary acceptance of a sales offer upon successful entry of the bid data in SAMS. No purchaser information is required. The preliminary acceptance offer is solely intended to move a case from step 6 to step 7 so that the case is removed from a sales listing. The user can bypass this step and go directly to step 8.

3.4 - Dispose of Property Case Management Tasks (continued)

*Task 3:
Record Bids
Received Task*

The Record Bids Received task identifies, captures, and records data that relates how many and what kind of bids have been received for a property. The recording of bids received is solely intended to automate the task of entering data from the bid envelopes and to keep this information in SAMS. This task is not used for direct sale.

*Task 4:
Accept Sales
Offer/Contract
Task (Step 8)*

The Accept Sales Offer/Contract (Step 8) task identifies, captures, and records data that stipulates the terms and tracks the status (active, extended, or canceled) of a sales contract that has been received and accepted by HUD for a property. step 8 is used to record the formal acceptance of a sales offer.

The Lead Based Paint (LBP) Addendum is entered in step 8 whenever purchasers of owner-occupied properties built before 1978 have children under the age of seven years. When applicable, the Lead Based Paint test results and Abatement Plan are recorded.

Note

The user has the option to move a case from step 6 or 7 to step 8, or to move a case from step 3 to step 8 for direct sales.

The user can extend the closing date of a sale and record the reason for an extension in step 8. If the closing date for the sale has been previously extended, the information is displayed by SAMS.

Caution

Package Entered) to extend the closing date.

A sale can be canceled with or without a back-up offer. Cancellation reason codes must be specified and forfeited earnest money recorded. The Sales Cancellation screen can be used to cancel sales in step 8 **only**. A canceled case may return to:

- Step 7 (Preliminary Acceptance of Sales Offer) if a back-up offer is available
- Step 5 (Ready to List) to re-advertise the property
- Step 2 (Property Appraisal) for review and preparation of a new disposition program

3.4 - Dispose of Property Case Management Tasks (continued)

*Task 5:
Record Sale or
Settlement of
Property Task
(Step 9)*

The Record Sale or Settlement of Property (Step 9) task identifies, captures, and records data that stipulate the final or settlement terms that were accepted by HUD through the M&M Contractor at the closing, legal settlement, or final sale of a property. Following the sales closing and the submission of the closing documents to the HOC Area (M&M), the HUD-1 data screens are used to enter information from the HUD-1, Settlement Statement form into SAMS. The entry of this information moves a case to step 9.

- If all screen data edits are passed and monies due HUD have been received and the financial accounts for the case reconcile, the case automatically moves to step 10.
- If errors occur and cannot be resolved, the system has built-in edits that prevent a case from reconciling and moving to step 10. A case may be moved to step 9 only from step 8.

Note

Reconciliation instructions are addressed later in this section.

*Task 6:
Close/Archive
Property Task
(Step 10)*

Close/Archive Property (Step 10) - This task identifies, captures, and records data about a property that has resulted in a final sale (settlement) and where all of the monies due HUD have been received and the financial accounts associated with the property reconcile. When these conditions are met, the property automatically moves to step 10 (Sale Closed and Reconciled). At this point, the case is considered to be closed and is moved to the sold accounting inventory. After there has been no activity for a closed property for the specified period of time, the case is moved from the SAMS database to a storage medium for archival. Refer to **Chapter 6 - Archive Process**.

3.4 - Dispose of Property Case Management Tasks (continued)

Dispose of Property Processing Screens

This section provides a detail description of the SAMS screens that may be used to perform the Dispose of Property tasks discussed in the previous section.

Data Screens

The following Dispose of Property screens are covered in this section:

- List for Sale by Sales Type CMLT
 - List for Sale by Special [Sale] Code CMLP
 - List for Sale by Step 5..... CML5
 - Modify Listing Date..... CMML
 - Bids Received Log..... CMBR
 - Preliminary Acceptance CMPA
 - Business Sales Purchaser CMFP
 - Individual Sales Purchaser CMSP
 - Offer Acceptance CMOA
 - LBP Abatement Plan CMLB
 - LBP Test Results Maintenance CML1
 - Sales Extension Request CMEC
 - Sales Cancellation CMSC
 - HUD 1 Page 1 CMH1
 - HUD 1 Page 2 CMH2
 - Purchaser History..... CMPU
-

3.4 - Dispose of Property Case Management Tasks (continued)

Data Screen Options

On the List for Sale by Sales Type (CMLT) screen:

- To **locate (query)** properties that are ready to be listed for sale grouped by sales type, enter *QCMLT* in the Screen field and press the <F2> key.
- To **add** properties that are ready to be listed for sale grouped by sales type, enter *ACMLT* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions on Table 3-26 List for Sale by Sales Type (CMLT) Procedure Table to list properties for sale grouped by sales type:

Table 3-26 List for Sale by Sales Type (CMLT) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	[REQUIRED] Enter the case number for a specific property that is ready to list for sale.
Sales Type	2 alphabetic characters AU = Auction BU = Bulk DR = Direct Sale IE = Insured with Escrow IN = Insured UI = Uninsured	[REQUIRED] Enter the DP sales type code entered on the Case Disposition Program (CMC3) screen (in the Type data field). Press the <F2> key to generate the data screen. The Case Disposition Program (CMC3) screen is illustrated and described under Case Disposition Program (CMC3) Screen .
HUD Office Code	N/A	System-generated HUD office code based on the user's Logon.
Listing Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the listing date for the case(s) to list for sale. The listing date must be greater than or equal to the current date and cannot be more than 10 days in the future. <u>Listing Date</u> <= current date + 9 calendar days (including Saturday, Sunday, and holidays) <i>Note: The user must enter a new listing date to list additional cases.</i>
Bid Open Date	8 alphanumeric characters Format: mm/dd/yy	System-generated; to accommodate a listing date change, if applicable. The system calculates the date based on the formula:
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		
Sel	1 alphabetic character A = Add	[REQUIRED] Enter A next to the case number(s) associated with the properties to be listed for sale.
Case Number	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.

3.4 - Dispose of Property Case Management Tasks (continued)

Table 3-26 List for Sale by Sales Type (CMLT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Street Address	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
City	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
State	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Zip Code	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
<i>To place the property displayed in List for Sale status, press the <ENTER> key.</i>		
Result: The System displays an appropriate error message or the successful completion message.		
<i>Note:</i> Once the successful completion message displays, press the <ENTER> key again to clear any message and before attempting to:		
<ul style="list-style-type: none">• place another property or case in the SAMS active property inventory as Listed for Sale, or• exit this screen.		
<i>Note:</i> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.		

3.4 - Dispose of Property Case Management Tasks (continued)

List for Sale by Special Code (CMLP) Screen

The List for Sale by Special Code (CMLP) data screen, illustrated in Figure 3-31, allows authorized HOC Area (M&M) staff to move all cases or a specific case grouped by special [sale] code from step 5 (Ready to List) to step 6 (List for Sale).

Note

If a property is reanalyzed before the listing date and must be listed for sale a second time, it cannot be assigned the same listing date the second time. If a case is listed a second time with the same listing date, SAMS displays the error message: *Listing already exists for highlighted row(s). Press ENTER to continue.* The row(s) displaying the case information are highlighted signifying that those cases need a date other than the one listed in the Listing Date data field.

Before You Begin

Gather the following information before using the List for Sale by Special Code (CMLP) screen:

- the desired special sales code

Note

Only properties with the same Special Sale Code that are in step 5 will be displayed on this screen.

[illegible]

1000

[illegible]

3.4 - Dispose of Property Case Management Tasks (continued)

Table 3-27 List for Sale by Special Code (CMLP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office Code	N/A	System-generated HOC Area code based on the user's Logon.
Listing Date	8 alphanumeric characters Format: mm/dd/yy	[REQUIRED] Enter the listing date for the case(s) to list for sale. The listing date must be greater than or equal to the current date and cannot be more than 10 days in the future. <u>Listing Date</u> <= current date + 9 calendar days (including Saturday, Sunday, and holidays) <i>Note: The user must enter a new listing date to list additional cases.</i>
Bid Open Date	8 alphanumeric characters Format: mm/dd/yy	System-generated; to accommodate a listing date change, if applicable. The system calculates the date based on the formula: <u>Listing Date</u> + 10 business days.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Sel	1 alphabetic character A = Add	[REQUIRED] Enter A next to the case number(s) that are to be listed for sale.
Case Number	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Street Address	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
City	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
State	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
Zip Code	N/A	System-generated based on the entry in the <u>Next Case Number</u> field; display only.
<i>To place the property displayed in List for Sale status, press the <ENTER> key.</i>		
Result: <i>The system displays an appropriate error message or the successful completion message.</i>		
<i>Note: Once the successful completion message displays, press the <ENTER> key again to clear any messages and before attempting to:</i> <ul style="list-style-type: none"> • <i>place another property or case in the SAMS active property inventory as Listed for Sale, or</i> • <i>exit this screen.</i> 		
<i>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

The List for Sale by Step 5 (CML5) data screen, illustrated in Figure 3-32, allows authorized HOC Area (M&M) staff to move all cases or a specific case from step 5 (Ready to List) to step 6 (List for Sale).

If a property is reanalyzed before the listing date and must be listed for sale a second time, it cannot be assigned the same listing date the second time. If a case is listed a second time with the same listing date, SAMS displays the error message: *Listing already exists for highlighted row(s). Press ENTER to continued.* The row(s) displaying the case information are highlighted signifying that those cases need a date other than the one listed in the Listing Date field.

Gather this information before using the List for Sale by Step 5 (CML5) screen:

- ```

S A M S
07/05/02
10:43:46 EST
SCREEN: ACML5_ CML5 LIST FOR SALE BY STEP 5 ADD
NEXT CASE NUMBER: HUD OFFICE
LISTING DATE: BID OPEN DATE:
SEL CASE STREET ADDRESS CITY STATE ZIP CODE
NUMBER
NO MORE HUD PROPERTY TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

**Figure 3-32 List for Sale by Step 5 (ACML5) Add Screen**

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### Data Screen Options

On the List for Sale by Step 5 (CML5) screen:

- To **locate (query)** properties that are ready to be listed for sale, grouped by step 5, enter *QCML5* in the Screen field and press the <F2> key.
- To **add** properties that are ready to be listed for sale, grouped by step 5, enter *ACML5* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 3-28 List for Sale by Step 5 (CML5) Procedure Table to search for or add properties that are being listed for sale grouped by step 5:

**Table 3-28 List for Sale by Step 5 (CML5) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                                                              | VALID ENTRIES                                        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                                                                                                                                                        | 9 numeric characters                                 | [REQUIRED] In the <i>query</i> and <i>add</i> modes, enter the case number of the specific property to be listed for sale.                                                                                                                                                                                                                                                                            |
| Press the <F2> key.                                                                                                                                                                                                                                                                     |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Result:</b> Depending upon the mode <ul style="list-style-type: none"><li>• In the <i>add</i> mode the system opens the allowable fields for data entry</li><li>• In the <i>query</i> mode the system retrieves and displays the stored values for the fields listed here.</li></ul> |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                         | N/A                                                  | System-generated HOC Area (M&M) code based on the user's Logon.                                                                                                                                                                                                                                                                                                                                       |
| Listing Date                                                                                                                                                                                                                                                                            | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | [REQUIRED] In the <i>add</i> mode, enter the listing date for the case(s) to list for sale. The listing date must be greater than or equal to the current date and cannot be more than 10 days in the future.<br><u>Listing Date</u> ≤ current date + 9 calendar days (including Saturday, Sunday, and holidays)<br><br><b>Note:</b> The user must enter a new listing date to list additional cases. |
| Bid Open Date                                                                                                                                                                                                                                                                           | characters<br>Format: <b>mm/dd/yy</b>                | System-generated; to accommodate a listing date change, if applicable. The system calculates the date based on the formula:<br><u>Listing Date</u> + 10 business days.                                                                                                                                                                                                                                |
| Sel                                                                                                                                                                                                                                                                                     | 1 alphabetic character<br><b>A</b> = Add             | [REQUIRED] Enter A next to the case number(s) to be listed for sale.                                                                                                                                                                                                                                                                                                                                  |



### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-28 List for Sale by Step 5 (CML5) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VALID ENTRIES | DESCRIPTION                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------|
| Case Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A           | System-generated based on the entry in the <u>Next Case Number</u> field; display only. |
| Street Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A           | System-generated based on the entry in the <u>Next Case Number</u> field; display only. |
| City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A           | System-generated based on the entry in the <u>Next Case Number</u> field; display only. |
| State                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A           | System-generated based on the entry in the <u>Next Case Number</u> field; display only. |
| Zip Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               | System-generated based on the entry in the <u>Next Case Number</u> field; display only. |
| <p><i>To place property displayed in the List for Sale status, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>System displays an appropriate error message or the successful completion message. Once the successful completion message displays, press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i></p> <ul style="list-style-type: none"><li>• <i>add another property or case in the SAMS active property inventory as List for Sale</i></li><li>• <i>exit this screen</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p> |               |                                                                                         |

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### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### Modify Listing Date (CMML) Screen

*Before You Begin*

The Modify Listing Date (CMML) data screen, illustrated in Figure 3-33, allows authorized HOC Area (M&M) staff to modify the listing date of the property or set a list date up to ten (10) days in the future (include Saturday, Sunday, and holidays).

Gather this information before using the Modify Listing Date (CMML) screen:

- Case number for case in either step 5 or step 6
- List date modifications

|                                                    |                                |                      |
|----------------------------------------------------|--------------------------------|----------------------|
| S A M S                                            |                                | 08/02/02             |
| SCREEN: QCMML                                      | CMML MODIFY LISTING DATE QUERY | 10:42:04 EST         |
| NEXT CASE NUMBER:                                  |                                |                      |
| CASE NUMBER                                        | HUD OFFICE CODE                |                      |
| ADDRESS                                            |                                |                      |
| CITY                                               | STATE                          | ZIP CODE             |
| FUTURE LIST DATE                                   |                                | FUTURE BID OPEN DATE |
| SPECIAL SALE CODE                                  |                                | SALES TYPE           |
| NEW LIST DATE:                                     |                                | NEW BID OPEN DATE:   |
| CASE HUD OFFICE PREFIX IS REQUIRED                 |                                |                      |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR |                                |                      |

Figure 3-33 Modify Listing Date (QCMML) Query Screen

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### *Data Screen Options*

On the Modify Listing Date (CMML) screen:

- To **locate (query)** a future listing date that has been entered on the List for Sale by Step 5 (CML5), List for Sale by Special Code (CMLP) and List for Sale by Sales Type (CMLT) screens, enter *QCMML* in the Screen field and press the <F2> key. These screens are illustrated and described under **List for Sale by Step 5 (CML5) Screen, List for Sale by Special Code (CMLP) Screen, and List for Sale by Sales Type (CMLT) Screen**, respectively.
- To **modify** a future listing date for cases in step 5 or step 6 that has been entered on the List for Sale by Step 5 (CML5), List for Sale by Special Code (CMLP) and List for Sale by Sales Type (CMLT) screens, enter *MCMML* in the Screen field and press the <F2> key. These screens are illustrated and described under **List for Sale by Step 5 (CML5) Screen, List for Sale by Special Code (CMLP) Screen, and List for Sale by Sales Type (CMLT) Screen**, respectively.

*Procedure Table* Follow the instructions on Table 3-29 Modify Listing Date (CMML) Procedure Table to find, add or modify the bids that have been received for a case or property that is for sale:

**Table 3-29 Modify Listing Date (CMML) Procedure Table**

| DATA FIELD                                                                                                   | VALID ENTRIES             | DESCRIPTION                                                                      |
|--------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------|
| Next Case Number                                                                                             | 9 numeric characters      | [REQUIRED] Enter the Case Number.                                                |
| <i>Press the &lt;F2&gt; key.</i>                                                                             |                           |                                                                                  |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i> |                           |                                                                                  |
| Case Number                                                                                                  | 9 numeric characters      | System-generated based upon the entry in the <u>Next Case Number</u> field.      |
| HUD Office Code                                                                                              | 2 alphanumeric characters | System-generated based upon the user's logon ID. The HOC Area code is displayed. |
| Address                                                                                                      | N/A                       | System-generated based on the case selected.                                     |
| City                                                                                                         | N/A                       | display only.                                                                    |
| State                                                                                                        |                           | System-generated based on the case selected; display only.                       |
| Zip Code                                                                                                     | N/A                       | System-generated based on the case selected; display only.                       |
|                                                                                                              | N/A                       | display only.                                                                    |
| Future Bid Open Date                                                                                         | N/A                       | display only. The                                                                |
| Special Sale Code                                                                                            | 4 alphanumeric characters | System-generated based on the case selected; display only.                       |
| Sales Type                                                                                                   | 2 alphanumeric characters | System-generated based on the case selected; display only.                       |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-29 Modify Listing Date (CMML) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New List Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8 numeric characters       | <b>[REQUIRED]</b> In the <i>modify</i> mode, enter the new list date. The new list date must be greater than the current date and not greater than ten (10) days in the future (current date plus 10 days).<br><u>New List Date</u> ≤ current date + 9 calendar days (including Saturday, Sunday, and holidays)                                                                                                                                                                                                                                                                                                                                                 |
| New Bid Open Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10 alphanumeric characters | accommodate a listing date change, if applicable. The system calculates the date based on the formula:<br><u>New List Date</u> + 10 business days.<br><br><i>Note:</i> This date must be greater than the current date and greater than or equal to the new list date.<br><i>Note:</i> If the <u>Bid Open Date</u> entry falls on Saturday, Sunday, or a holiday, the entry in the <u>New Bid Open Date</u> will be automatically set to the following calendar day.<br><i>Note:</i> To modify only the <u>Bid Open Date</u> , a future date must be entered in the <u>New List Date</u> field, allowing the user to then modify the <u>New Bid Open Date</u> . |
| To commit the modification of the list date that has been entered for a property, press the <ENTER> key.                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Result:</b> The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, press the <ENTER> key again to clear any message before attempting to: <ul style="list-style-type: none"><li>• modify this new date</li><li>• modify a list date for a different property</li><li>• exit this screen</li></ul><br><i>Note:</i> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Bids Received Log (CMBR) Screen

## Note

## Before You Begin

- Bid received unopened envelope from a prospective buyer
- Case number of the property associated with the bid

**Figure 3-34 Bids Received Log (ACMBR) Add Screen**

### 3.4 - Dispose of Property Case Management Tasks (continued)

#### Data Screen Options

On the Bids Received Log (CMBR) screen:

- To **locate (query)** a bid that has been received, enter *QCMBR* in the Screen field and press the <F2> key.
- To **add** a bid that has been received for a case, enter *ACMBR* in the Screen field and press the <F2> key.
- To **modify** or correct information about a bid that has been received for a case, enter *MCMBR* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 3-30 Bids Received Log (CMBR) Procedure Table to find, add, or modify the bids that have been received for a case or property that is for sale:

**Table 3-30 Bids Received Log (CMBR) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                                        | DESCRIPTION                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Office                                                                                                | 2 alphanumeric characters                            | System-generated based on the user's Logon ID; display only <b>except</b> for Headquarters users. The field may be modified by Headquarters users. Enter the desired HUD office code.                                                                                                                                                 |
| Case Number                                                                                                 | 9 numeric characters                                 | <b>[REQUIRED]</b> Enter the Case Number.<br><br><i>Note: This designation should be noted on the outside of the unopened bid envelope.</i>                                                                                                                                                                                            |
| Bid Receipt Number                                                                                          | 5 numeric characters                                 | <b>[REQUIRED]</b> in the <i>query</i> and <i>modify</i> modes.<br><br>case. The default value is <i>1</i> .                                                                                                                                                                                                                           |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                                                      |                                                                                                                                                                                                                                                                                                                                       |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                      |                                                                                                                                                                                                                                                                                                                                       |
| Property Address                                                                                            | N/A                                                  | System-generated street, city, county, state, and ZIP code from the Case Definition (CMC1) screen, illustrated and described under <b>Case Definition (CMC1) Screen</b>                                                                                                                                                               |
| Scheduled Bid Open Date                                                                                     | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | Enter the date that the case was scheduled by HUD management to be available or open for accepting bids.                                                                                                                                                                                                                              |
| Actual Bid Open Date                                                                                        | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | Enter the date that the case was officially available or open for accepting bids.                                                                                                                                                                                                                                                     |
| Listing Date                                                                                                | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | System-generated from the Ready to List (CMRL), List for Sale by Sales Type (CMLT), or the List for Sale by Special Code (CMLP) screens; illustrated and described under <b>Ready to List (CMRL) Screen, List for Sale by Sales Type (CMLT) Screen, and List for Sale by Special Code (CMLP) Screen</b> , respectively. Display only. |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-30 Bids Received Log (CMBR) Procedure Table, continued**

| DATA FIELD               | VALID ENTRIES                                                                                                     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Received Date        | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b>                                                              | Enter the date that the bid was received in the HUD office.                                                                                                                                                                                                                                                                                                                                                                                                             |
| Time:                    | 4 numeric characters<br>Format: <b>hh:mm</b>                                                                      | Enter the time of the date the bid was received (e.g., 0800, 1200).                                                                                                                                                                                                                                                                                                                                                                                                     |
| AM Indicator             | 1 alphabetic character                                                                                            | Enter a <b>X</b> if the time the bid received was in the morning, before Noon.                                                                                                                                                                                                                                                                                                                                                                                          |
| PM Indicator             | 1 alphabetic character                                                                                            | Enter a <b>X</b> if the time the bid received was in the afternoon or evening (i.e., on or after Noon).                                                                                                                                                                                                                                                                                                                                                                 |
| Bid Amount               | 10 numeric characters                                                                                             | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> only. This field displays the amount of the bid that was received and accepted for the case.                                                                                                                                                                                                                                            |
| Full Offer Indicator     | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No                                                         | Enter a <b>Y</b> if the bid received was equal to or exceeds the list price of the case or property. Enter a <b>N</b> if the bid received was less than the list price. (This designation should be noted on the outside of the unopened envelope.)                                                                                                                                                                                                                     |
| Investor/Owner Indicator | 1 alphabetic character<br><b>I</b> = Investor<br><b>O</b> = Owner                                                 | Enter an <b>I</b> if the bid received was from an investor. Enter an <b>O</b> if the bid received was from an individual who intends to occupy the property.<br><br><i>Note: This designation should be noted on the outside of the unopened envelope.)</i><br><br><i>Note: The entry in this field can not be changed on this screen once the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b>, is committed.</i> |
| Status                   | 1 alphabetic character<br><b>A</b> = Active<br><b>I</b> = Inactive<br><b>C</b> = Canceled<br><b>W</b> = Withdrawn | In this field, enter <ul style="list-style-type: none"> <li>• an <b>A</b> if the bid received is active.</li> <li>• an <b>I</b> if the bid received is inactive (this occurs when a case is reanalyzed without a sale).</li> <li>• a <b>C</b> if the sale was canceled by HUD.</li> <li>• a <b>W</b> if the bid received was withdrawn by the bidder before the bid opening by HUD.</li> </ul>                                                                          |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-30 Bids Received Log (CMBR) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Selling Broker NAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10 alphanumeric characters | Enter the Selling Broker NAID or enter ? and press the <ENTER> key for the Lookup screen. If the selling broker has been set up in the Global system, select the appropriate NAID. (The Selling Broker's name should be noted on the outside of the unopened envelope.)<br><br><i>Note: The entry in this field cannot be changed on this screen once the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b>, is committed.</i> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            | System-generated; once the Offer Acceptance (CMOA) screen is committed. This field displays the business name associated with the NAID, not the remittance name. Refer to the <b>Offer Acceptance (CMOA) Screen</b>                                                                                                                                                                                                                                                                |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A                        | <b>[REQUIRED]</b> If the selling broker has not been set up enter the name of the Selling Broker. The broker may or may not be set up in the Global Definitions. It must be set up before a valid offer can be accepted.<br>System-generated; display only.                                                                                                                                                                                                                        |
| <p>To commit the addition or modification of a bid that has been received for a listed property, press the &lt;ENTER&gt; key.</p> <p><b>Result:</b> The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, press the &lt;ENTER&gt; key again to clear any message before attempting to:</p> <ul style="list-style-type: none"> <li>• modify this bid</li> <li>• add another bid for this property</li> <li>• add a bid for a different property</li> <li>• exit this screen</li> </ul> <p><i>Note: If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p> |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **Preliminary Acceptance (CMPA) Screen**

The Preliminary Acceptance (CMPA) data screen, illustrated in Figure 3-35, allows authorized HOC Area (M&M) staff :

- To add Preliminary Acceptance information for a case in step 3 (Direct Sale) or step 6. All cases must have preliminary acceptance information entered via this screen prior to moving a case to step 8 from step 3 (Direct Sale) or step 6.
- To move a case from step 6 (Listed for Sale) to step 7 (Preliminary Acceptance of Sales Offer).
- To remove the current preliminary acceptance offer on a case in step 7. The case returns to the step it was in prior to the entry of the preliminary acceptance.
- To accept a back up offer, if a Y (Yes) is entered in the Back-Up Offer Accepted field on the CMSC screen, illustrated and described under **Sales Cancellation (CMSC) Screen**.

#### **Note**

Deleting a preliminary acceptance offer on a case removes all purchaser information tied to the case for the bid receipt number as well.

#### *Before You Begin*

Gather this information before using the Preliminary Acceptance (CMPA) screen:

- Case number for a property currently in step 6
- Date of preliminary acceptance of sales offer

### 3.4 - Dispose of Property Case Management Tasks (continued)

File Edit Options Help

S A M S 10/07/03 16:51:53 EST

SCREEN: QCMPA\_ CMPS PRELIMINARY ACCEPTANCE QUERY

NEXT CASE NUMBER: \_\_\_\_\_ BID RECEIPT NUMBER: \_\_\_\_\_

CASE NUMBER STATUS: BID RECEIPT NUMBER

ADDRESS

CURRENT STEP CURRENT STEP DATE:

PRELIM ACCEPTANCE DATE: OWNER/INVESTOR FLAG: SPECIAL PROG FLAG:

OPT SSN FIN NAME ACCEPTED

GO TO CMPS SCREEN: \_ GO TO REMARKS: \_ GO TO PURCHASER SSN/FIN SCREEN: \_

CASE HUD OFFICE PREFIX IS REQUIRED

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR

Figure 3-35 Preliminary Acceptance (ACMPA) Add Screen

#### Data Screen Options

On the Preliminary Acceptance (CMPS) screen:

- To **locate (query)** a preliminary acceptance of sales offer, enter QCMPS in the Screen field and press the <F2> key.
- To **add** a preliminary acceptance of sales offer, enter ACMPS in the Screen field and press the <F2> key.
- To **modify** a property that has a preliminary acceptance sales offer or add valid/active purchasers to an active offer in case step 7 or step 8, enter MCMPS in the Screen field and press the <F2> key. If the Social Security Number (SSN) or Federal Employer Tax Identification Number (EIN) (formerly known as Federal Tax Identification Number or FIN) becomes inactive after the sales offer is added, the user must cancel the Sales Offer and re-enter an active/valid purchaser. Only the most recent bid can be modified.
- To **delete** (cancel) the current preliminary acceptance offer for a case in step 7 or step 8, enter DCMPS in the Screen field and press the <F2> key. All purchaser information tied to the case for the bid receipt number is deleted as well. The case returns to its former step level.

#### Note

If the bid receipt number is active and the case is in step 7, the only fields available for update on this screen are the Owner/Investor flag and the Special Program Code. For cases in step 8, all fields are protected. Valid, active purchasers can be added to an active offer in step 7 or step 8 using the **modify** mode of this screen.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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### 3.4 - Dispose of Property Case Management Tasks (continued)

#### Note

If the bid is rejected, the user can only add new valid purchases or delete purchases. A rejected bid record cannot be cancelled. For cases in step 8, the user can add and delete purchasers. Any purchasers added must be in Active status.

*Procedure Table* Follow the instructions on Table 3-31 Preliminary Acceptance (CMPA) Procedure Table to find, add, or delete a preliminary acceptance of sales offer:

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VALID ENTRIES        | DESCRIPTION                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9 numeric characters | <b>[REQUIRED]</b> Enter the Case Number of the property with a preliminary sales offer.                                                                                                |
| Bid Receipt Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 5 numeric characters | In the <b>add</b> or <b>query</b> mode, enter the bid number to further limit the search.<br>System-generated; based on the case selected in the <u>Next Case Number</u> field.        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      | This field is not available, display only, in the <b>modify</b> mode.                                                                                                                  |
| <i>Press the &lt;F2&gt; key.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                                                                                                                                                                                        |
| <b>Result:</b> <i>The system opens the appropriate fields for data entry in the <b>add</b> and <b>modify</b> modes and retrieves and displays the available values of the fields identified here.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• <i>If the bid receipt number is active and the case is in step 7, the only fields available for update are the <u>Owner/Investor</u> flag and the <u>Special Program Flag</u> but the existing purchaser information can be deleted if an existing valid/active purchaser remains on the offer.</i></li><li>• <i>For cases in step 8, all fields are protected and only additional purchasers can be entered.</i></li><li>• <i>In <b>modify</b> mode, for cases in step 8, if the SSN/EIN/FIN becomes inactive after the sales offer is added, the sales offer <b>must</b> be cancelled and re-entered with an active, valid NAID.</i></li><li>• <i>In <b>add</b> mode, if the current disposition program has a <u>Special Sale Code</u> of ACA or GNP on the Case Disposition Program (CMC3) screen, illustrated and described under <b>Case Disposition Program (CMC3) Screen</b>, an informational message displays.</i></li></ul> |                      |                                                                                                                                                                                        |
| Case Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 9 numeric characters | <b>[REQUIRED]</b> Enter the Case Number. (This designation should be noted on the outside of the unopened envelope.) The entry in this field can be changed in the <b>modify</b> mode. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      | System-generated; in the <b>query</b> , <b>modify</b> , and <b>add</b> modes based on the entry in the <u>Next Case Number</u> field.                                                  |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD         | VALID ENTRIES | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status             |               | <p>System-generated; status of A (active), C (Cancelled), or R (Rejected); based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.</p> <p><i><b>Note:</b> When a bid is cancelled in the <b>delete</b> mode (DCMPA), the status of the bid is changed to C (Cancelled).</i></p> <p><i>purchaser on this screen changes the record status to R (Rejected). The case remains in step 6 or step 3 (for Direct Sales) until the user either corrects the rejected bid in <b>modify</b> mode or creates a new active bid.</i></p> |
| Bid Receipt Number | N/A           | System-generated; in the <b>query</b> , <b>modify</b> , and <b>add</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.                                                                                                                                                                                                                                                                                                                                                                                         |
| Address            | N/A           | System-generated; in the <b>query</b> , <b>modify</b> , and <b>add</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields. Display only.                                                                                                                                                                                                                                                                                                                                                                           |
| Current Step       | N/A           | System-generated; in the <b>query</b> , <b>modify</b> , and <b>add</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields. Display only.                                                                                                                                                                                                                                                                                                                                                                           |
| Current Step Date  | N/A           | System-generated; in the <b>query</b> , <b>modify</b> , and <b>add</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields. Display only.                                                                                                                                                                                                                                                                                                                                                                           |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD             | VALID ENTRIES                                                                    | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prelim Acceptance Date | 8 alphanumeric characters<br><br>Format: <b>mm/dd/yy</b>                         | In the <b>add</b> mode, enter the preliminary acceptance date for the bid in this field. If the entry in the <u>Current Step Date</u> field is later than the entry in this field, the system displays an error message and this field can be updated in the <b>modify</b> mode.<br><br><i>Note: The entry in this field:</i> <ul style="list-style-type: none"> <li><b>must</b> be equal to or greater than the entry in the <u>Current Step Date</u> field.</li> <li><b>cannot</b> be more than 7 calendar days in the past (including the current date)</li> <li><b>must</b> be greater than the step 3 or step 6 date</li> </ul> |
|                        |                                                                                  | System-generated; default in the <b>add</b> mode is the current system date. In the <b>query</b> and <b>modify</b> modes the system displays the stored value for this field based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.                                                                                                                                                                                                                                                                                                                                                       |
| Owner/Investor Flag    | 1 alphabetic character<br>O=Owner/Occupant<br>I=Investor<br>N=Non-profit/ Govmnt | In the <b>add</b> and <b>modify</b> modes: <ul style="list-style-type: none"> <li>The only entry allowed in this field for direct sales is <i>N</i> (Non-profit/Government) or <i>O</i> (Owner/Occupant).</li> <li>The entry in this field and in the Special Program Flag field is set to <i>N</i> for ACA and \$1 home sales.</li> <li>If the entry in this field is <i>O</i> (Owner/Occupant), the <u>Special Program</u> flag can be updated to <i>T</i> (Teacher) or <i>O</i> (Officer).</li> </ul> <p>This field can be changed in the <b>modify</b> mode if the bid receipt number is active and the case is in step 7.</p>   |
|                        |                                                                                  | System-generated; in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Special Prog Flag      | 1 alphabetic character<br>T=Teacher Next Door<br>O=Officer Next Door<br>N=None   | Defaults to <i>N</i> (None) but can be updated to <i>T</i> (Teacher) or <i>O</i> (Officer) only if the <u>Owner/Investor</u> flag is <i>O</i> (Owner/Occupant). This field can be changed in the <b>modify</b> mode if the bid receipt number is active and the case is in step 7.                                                                                                                                                                                                                                                                                                                                                   |
|                        |                                                                                  | based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES                               | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Opt        | 1 alphabetic character<br>A=Add<br>D=Delete | <p>Enter the desired option in this field and press the &lt;ENTER&gt; key. A maximum of four (4) purchasers can be added to a bid receipt number. In the <b>modify</b> mode, the <u>Accepted</u> field is automatically populated when a new purchaser is added for a case that is in step 8.</p> <p><b>Note:</b> <i>Purchaser information cannot be modified, but can be <b>deleted</b>, if an existing valid/active purchase remains on the offer.</i></p> <p><b>Note:</b> <i>If an entry is made in the <u>SSN</u> or <u>FIN</u> field for a purchaser that does not currently exist in SAMS, after the user enters SSN or EIN/FIN information on the Individual Sales Purchaser (CMSP) or Business Sales Purchaser (CMFP) screen using the <u>GOTO Purchaser SSN/FIN Screen</u> router and returns to this screen, the system automatically displays an A (Add) in this field. The user must press the &lt;ENTER&gt; key to record the purchaser and display the purchaser name in the <u>Name</u> field. The <u>Prelim Acceptance Date</u>, <u>Owner Invest flag</u>, and <u>Special Program flag</u> are retrieved from the Individual Sales Purchaser (CMSP) or Business Sales Purchaser (CMFP) screen.</i></p> <p><b>Note:</b> <i>The Individual Sales Purchaser (CMSP) and Business Sales Purchaser (CMFP) screens are illustrated and described under <b>Individual Sales Purchaser (CMSP) Screen</b> and <b>Business Sales Purchaser (CMFP) Screen</b>, respectively.</i></p> <p>This field is not available in the <b>query</b> mode.</p> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES                               | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SSN        | 9 numeric characters<br>Format: ###-##-#### | <p>In the <b>modify</b> mode, enter the social security number for the individual purchaser. The system automatically inserts the appropriate dashes, if they are not entered by the user. If a purchaser record <b>has not</b> been established for the social security number entered in this field, use the <u>GOTO Purchaser SSN/FIN Screen</u> field to route to the to the Individual Sales Purchaser (CMSP) screen, illustrated and described under <b>Individual Sales Purchaser (CMSP) Screen</b>, and add the purchaser information. The information entered on this screen is re-displayed when the user routes back to this screen. In the <b>add</b> and <b>modify</b> modes, only one new purchaser record for a non-existing SSN at a time can be entered and carried over to the Individual Sales Purchaser (CMSP) screen.</p> <p><b>Note:</b> <i>A minimum of one (1) active, valid purchaser must be entered for a case to move to step 8.</i></p> <p><b>Note:</b> <i>The SSN entered must not have an active pending sales offer or pending Preliminary Offer with an <u>Owner/Investor</u> indicator of O (Owner/Occupant).</i></p> <p><b>Note:</b> <i>If the user enters a valid SSN and subsequently enters an SSN that does not exist, the bid status will be Active and the missing information must be added through the Individual Sales Purchaser (CMSP) screen.</i></p> <p>System-generated; in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.</p> |



### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FIN        | 9 numeric characters<br>Format: ##-##### | <p>In the <b>modify</b> mode, enter the identification number for the purchaser. The system automatically inserts the dash after the second digit, if it is not entered by the user. If a purchaser record <b>has not</b> been established for the number entered in this field, use the <u>GOTO Purchaser SSN/FIN Screen</u> field to route to the to the Business Sales Purchaser (CMFP) screen, illustrated and described under <b>Business Sales Purchaser (CMFP) Screen</b>, and add the purchaser information. The information entered on this screen is re-displayed when the user routes back to this screen. In the <b>add</b> and <b>modify</b> modes, only one new purchaser record for a non-existing EIN/FIN at a time can be entered and carried over to the Business Sales Purchaser (CMFP) screen.</p> <p><b>Note:</b> <i>A minimum of one (1) active, valid purchaser must be entered for a case to move to step 8.</i></p> <p><b>Note:</b> <i>The EIN/FIN entered must not have an active pending sales offer or pending Preliminary Offer with an <u>Owner/Investor</u> indicator of O (Owner/Occupant).</i></p> <p><b>Note:</b> <i>If the user enters a valid EIN/FIN and subsequently enters an EIN/FIN that does not exist, the bid status will be Active and the missing information must be added through the Business Sales Purchaser (CMFP) screen.</i></p> |
|            |                                          | System-generated; in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next Case Number</u> and <u>Bid Receipt Number</u> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Name       |                                          | System-generated; in the <b>query</b> and <b>modify</b> modes. Displays the Business Organization Name (for EIN/FINs) or Individual Name (for SSNs) based on the case selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Accepted   |                                          | System-generated; in the <b>query</b> and <b>modify</b> modes. When the bid is cancelled in the <b>delete</b> mode (DCMPA), the Y (Yes) entry in this field for all purchasers is changed to N (No) and the case is moved back to step 6 or step 3 (Direct Sale). In the <b>modify</b> mode, the <u>Accepted</u> field is automatically populated when a new purchaser is added for a case that is in step 8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD                    | VALID ENTRIES                                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GOTO CMPU Screen              | 1 alphabetic character<br><b>X</b> =CMPU Screen | <p>Enter an X in this field to view historical purchaser information on the Purchaser History (CMPU) screen, illustrated and described under <b>Purchaser History (CMPU) Screen</b>.</p> <p><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO Remarks</u> or <u>GOTO Purchaser SSN/FIN Screen</u> field, no entry is allowed in this field.</i></p>                                                                                                                                       |
| GOTO Remarks                  | 1 alphabetic character<br><b>X</b> =CMPR Screen | <p>Enter X to add or review a remark for a property.</p> <p><b>Result:</b> <i>The system displays the Property Remark (CMPR) screen to add additional remarks or comments about the property. Refer to the <b>Property Remark (CMPR) GOTO Screen</b> section.</i></p> <p><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO CMPU Screen</u> or <u>GOTO Purchaser SSN/FIN Screen</u> field, no entry is allowed in this field.</i></p>                                                      |
| GOTO Purchaser SSN/FIN Screen |                                                 | <p>Enter an X in this field to access the:</p> <ul style="list-style-type: none"> <li>• Individual Sales Purchaser (CMSP) screen to view, add, or modify purchaser information associated with an SSN</li> <li>• Business Sales Purchaser (CMFP) screen to view, add, or modify purchaser information associated with an FIN/EIN</li> </ul> <p><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO CMPU Screen</u> or <u>GOTO Remarks</u> field, no entry is allowed in this field.</i></p> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-31 Preliminary Acceptance (CMPA) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | VALID ENTRIES | DESCRIPTION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| To accept the sales offer for the property displayed, press the <ENTER> key.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |             |
| <b>Result:</b> System displays the successful completion message and: <ul style="list-style-type: none"><li>• in the <b>add</b> mode, creates the preliminary acceptance offer record</li><li>• in the <b>modify</b> mode, saves the changes entered on this screen</li><li>• if an X is entered in the <u>GOTO CPMU Screen</u> field, displays the Purchaser History (CPMU) screen, illustrated and described under <b>Purchaser History (CPMU) Screen</b></li><li>• if an X is entered in the <u>GOTO Remarks</u> field, displays the Property Remark (CMPR) screen, illustrated and described under <b>Property Remark (CMPR) GOTO Screen</b></li><li>• if an X is entered in the <u>GOTO Purchaser SSN/FIN Screen</u> field and a social security number is entered in the <u>SSN</u> field, displays the Individual Sales Purchaser (CMSP) screen, illustrated and described under <b>Individual Sales Purchaser (CMSP) Screen</b></li><li>• if an X is entered in the <u>GOTO Purchaser SSN/FIN Screen</u> field and an entry is made in the <u>EIN/FIN</u> field, displays the Business Sales Purchaser (CMFP) screen, illustrated and described under <b>Business Sales Purchaser (CMFP) Screen</b></li></ul> |               |             |
| <b>Note:</b> Once the successful completion message displays, press the <ENTER> key again to clear any message and before attempting to: <ul style="list-style-type: none"><li>• add another preliminary offer for a property or case in the SAMS active property inventory,</li><li>• delete a preliminary offer for a property or case in the SAMS active property inventory</li><li>• exit this screen</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |             |
| <b>Note:</b> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |             |

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### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **Business Sales Purchaser (CMFP) Screen**

The Business Sales Purchaser (CMFP) data screen, illustrated in Figure 3-36, allows authorized HOC Area (M&M) staff to:

- Enter new business purchaser address information into SAMS.
- View current business purchaser information by EIN/FIN.
- Modify current business purchaser address information by EIN/FIN.
- Delete business purchaser records for an EIN/FIN.

#### **Note**

Authorized Headquarters staff can modify the business purchaser status information on this screen.

#### *Before You Begin*

Gather this information before using the Business Sales Purchaser (CMFP) screen:

- Federal Employer Tax Identification Number (EIN) (formerly known as Federal Tax Identification Number or FIN) for the business organization

S A M S 02/06/04 12:25:27 EST

SCREEN: QCMFP\_ CMFP BUSINESS SALES PURCHASER QUERY

FIN \_\_\_\_\_

BUSINESS ORG NAME 1:

ENTERED DATE: PURCHASER STATUS:

BUSINESS ATTN:

STREET ADDRESS:

CITY: STATE: ZIP CODE:

GO TO CMFP SCREEN: \_

FIN IS REQUIRED

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR

**Figure 3-36 Business Sales Purchaser (QCMFP) Query Screen**

### 3.4 - Dispose of Property Case Management Tasks (continued)

#### Data Screen Options

On the Business Sales Purchaser (CMFP) screen:

- To **locate (query)** current purchaser EIN/FIN information, enter *QCMFP* in the Screen field and press the <F2> key.
- To **add** purchaser EIN/FIN address and name information, enter *ACMFP* in the Screen field and press the <F2> key.
- To **modify** current purchaser EIN/FIN address and name information, enter *MCMFP* in the Screen field and press the <F2> key. In addition, Headquarters users can modify the status information.
- To **delete** the business purchaser record for a EIN/FIN, enter *DCMFP* in the Screen field and press the <F2> key.

**Procedure Table** Follow the instructions on the Table 3-32 Business Sales Purchaser (CMFP) Procedure Table to find, add, modify, or delete business sales purchaser EIN/FIN information:

**Table 3-32 Business Sales Purchaser (CMFP) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                            | VALID ENTRIES                            | DESCRIPTION                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EIN                                                                                                                                                                                                                                                   | 9 numeric characters<br>Format: ##-##### | [ <b>REQUIRED</b> ] Enter the Federal Employer Tax Identification Number (EIN) (formerly known as Federal Tax Identification Number or FIN) for the business purchaser. The system automatically inserts the dash after the second digit, if one is not entered by the user. |
|                                                                                                                                                                                                                                                       |                                          | System-generated; when this screen is accessed from the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b> .                                                                                                  |
| Press the <F2> key.                                                                                                                                                                                                                                   |                                          |                                                                                                                                                                                                                                                                              |
| <b>Result:</b> <i>In the <b>add</b> mode, the system opens the editable fields for data entry. In the <b>query</b>, <b>modify</b>, and <b>delete</b> modes, the system retrieves and displays the available values of the fields identified here.</i> |                                          |                                                                                                                                                                                                                                                                              |
| Business Org Name 1                                                                                                                                                                                                                                   | 40 alphanumeric characters               | [ <b>REQUIRED</b> ] in the <b>add</b> mode, enter the name for the business organization. In the <b>modify</b> mode, this field can be updated by HOC and Headquarters users only.                                                                                           |
|                                                                                                                                                                                                                                                       |                                          | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes based on the entry in the <u>EIN</u> field.                                                                                                                                                  |
| Entered Date                                                                                                                                                                                                                                          | 10 alphanumeric characters               | Defaults to the date the EIN/FIN record was created.                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                       |                                          | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes based on the entry in the <u>EIN</u> field. In the <b>add</b> mode, this field defaults to the date the EIN/FIN was created (current system date).                                           |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-32 Business Sales Purchaser (CMFP) Procedure Table, continued**

| DATA FIELD       | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                                                                    |
|------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchaser Status | 1 alphanumeric character<br>A=Active<br>I=Inactive | This field can be changed in the <b>modify</b> mode only by HOC and Headquarters personnel.                                                                                                                                                    |
|                  |                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes, this field is based on the entry in the <u>EIN</u> field. In the <b>add</b> mode, this field defaults to <i>A</i> (Active) when the record is committed.      |
| Business Attn    | 30 alphanumeric characters                         | In the <b>add</b> and <b>modify</b> modes, enter the information that should appear on the attention line for correspondence.<br><br><i>Note: Only M&amp;Ms can modify the entry in this field.</i>                                            |
|                  |                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes based on the entry in the <u>EIN</u> field.                                                                                                                    |
| Street Address   | 30 alphanumeric characters                         | [REQUIRED] In the <b>add</b> mode, enter the street address for the organization identified in the <u>Business Org Name 1</u> field.<br><br><i>Note: Only M&amp;Ms can modify the entry in this field.</i>                                     |
|                  |                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes based on the entry in the <u>EIN</u> field.                                                                                                                    |
| City             | 17 alphanumeric characters                         | [REQUIRED] In the <b>add</b> mode, enter the city associated with the organization identified in the <u>Business Org Name 1</u> field.<br><br><i>Note: Only M&amp;Ms can modify the entry in this field..</i>                                  |
|                  |                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes based on the entry in the <u>EIN</u> field.                                                                                                                    |
| State            | 2 alphabetic characters                            | [REQUIRED] In the <b>add</b> mode, enter the 2-character abbreviation for the state associated with the organization identified in the <u>Business Org Name 1</u> field.<br><br><i>Note: Only M&amp;Ms can modify the entry in this field.</i> |
|                  |                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes based on the entry in the <u>EIN</u> field.                                                                                                                    |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-32 Business Sales Purchaser (CMFP) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | VALID ENTRIES                                     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5 numeric characters                              | <p>[<b>REQUIRED</b>] In the <i>add</i> mode, enter the zip code associated with the organization identified in the <u>Business Org Name 1</u> field.</p> <p><i>Note:</i> Only M&amp;Ms can <b>modify</b> the entry in this field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                   | System-generated; in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>EIN</u> field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| GOTO CMPA Screen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 alphanumeric character<br><b>X</b> =CMPA screen | <p>Enter an X in this field to move to the Preliminary Acceptance (CMPA) screen, described and illustrated under <b>Preliminary Acceptance (CMPA) Screen</b>, and:</p> <ul style="list-style-type: none"> <li>Continue processing on the Preliminary Acceptance (CMPA) screen, if this screen was accessed from the Preliminary Acceptance (CMPA) screen</li> <li>View step information</li> <li>Move a case from step 6 (List for Sale) to step 7 (Preliminary Acceptance of Sales Offer)</li> </ul> <p><i>Note:</i> In the <i>add</i> mode, if this screen was accessed from the Preliminary Acceptance (CMPA) screen, an X must be entered in this field before pressing the &lt;<b>ENTER</b>&gt; key after adding the purchaser information.</p> |
| <p>To commit the creation, modification, or deletion of the EIN/FIN business purchaser record, press the &lt;<b>ENTER</b>&gt; key.</p> <p><i>Result:</i> The system displays the successful completion message and:</p> <ul style="list-style-type: none"> <li>in the <i>add</i> mode, creates the new business purchaser record</li> <li>in the <i>modify</i> mode, updates the current business purchaser record</li> <li>in the <i>delete</i> mode, removes the current business purchaser record, if the EIN/FIN is not associated with a NAID and does not have an associated Sales Contract Purchase record</li> <li>if an X is entered in the <u>GOTO CMPA Screen</u> field, displays the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b></li> </ul> <p><i>Note:</i> If an error message displays, make the necessary corrections and press the &lt;<b>ENTER</b>&gt; key again to clear the error message before attempting to:</p> <ul style="list-style-type: none"> <li>Add another EIN/FIN business purchaser record</li> <li>Update or delete an existing EIN/FIN business purchaser record</li> <li>View another existing EIN/FIN business purchaser record</li> <li>Exit this screen</li> </ul> |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### Individual Sales Purchaser (CMSP) Screen

The Individual Sales Purchaser (CMSP) data screen, illustrated in Figure 3-37, allows authorized HOC Area (M&M) staff to:

- Enter new individual (non-business) purchaser address information into SAMS.
- View current individual (non-business) purchaser information by SSN.
- Modify current individual (non-business) purchaser address information by SSN.
- Delete individual (non-business) records for an SSN.

#### Note

Authorized Headquarters staff can modify the individual purchaser status information on this screen.

#### *Before You Begin*

Gather this information before using the Individual Sales Purchaser (CMSP) screen:

- Social Security Number for the individual sales purchaser

```

 S A M S
SCREEN: QCMSP_ CMSP INDIVIDUAL SALES PURCHASER QUERY 02/06/04
 12:35:20 EST

SSN: _____

INDIVIDUAL NAME: PURCHASER STATUS:
LAST: FIRST: MIDDLE:

BUSINESS NAME:
BUSINESS ATTN:
STREET ADDRESS:
CITY: STATE: ZIP CODE:

GO TO CMPA SCREEN: _

SSN IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR

```

Figure 3-37 Individual Sales Purchaser (CMSP) Query Screen



### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### Data Screen Options

On the Individual Sales Purchaser (CMSP) screen:

- To **locate (query)** current individual purchaser records, enter *QCMSP* in the Screen field and press the <F2> key.
- To **add** individual purchaser records enter *ACMSP* in the Screen field and press the <F2> key.
- To **modify** individual purchaser address information enter *MCMSP* in the Screen field and press the <F2> key. In addition, Headquarters users can modify the status information.
- To **delete** individual purchaser address records enter *DCMSP* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 3-33 Individual Sales Purchaser (CMSP) Procedure Table to find, add, modify, or delete individual purchaser information:

**Table 3-33 Individual Sales Purchaser (CMSP) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                     | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SSN                                                                                                                                                                                                                                            | 9 numeric characters<br>Format: ###-##-####        | [REQUIRED] Enter the social security number for the individual purchaser. The system automatically inserts the appropriate dashes, if they are not entered by the user.   |
|                                                                                                                                                                                                                                                |                                                    | System-generated; when this screen is accessed from the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b> |
| <i>Press the &lt;F2&gt; key.</i>                                                                                                                                                                                                               |                                                    |                                                                                                                                                                           |
| <i>Result: In the <b>add</b> mode, the system opens the editable fields for data entry. In the <b>query</b>, <b>modify</b>, and <b>delete</b> modes, the system retrieves and displays the available values of the fields identified here.</i> |                                                    |                                                                                                                                                                           |
| Purchaser Status                                                                                                                                                                                                                               | 1 alphanumeric character<br>A=Active<br>I=Inactive | This field can be changed in the <b>modify</b> mode <b>only</b> by Headquarters personnel.                                                                                |
|                                                                                                                                                                                                                                                |                                                    | modes based on the entry in the <u>SSN</u> field. In the <b>add</b> mode this field defaults to <i>A</i> (Active) when the record is committed.                           |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-33 Individual Sales Purchaser (CMSP) Procedure Table, continued**

| DATA FIELD              | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (Individual Name) Last  | 15 alphanumeric characters | [REQUIRED] In the <i>add</i> mode, if no entry is made in the <u>Business Name</u> field. Enter the last name of the individual purchaser.<br><br>This field can be changed in the <i>modify</i> mode.<br>System-generated in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.                                          |
| (Individual Name) First | 15 alphanumeric characters | [REQUIRED] In the <i>add</i> mode, if no entry is made in the <u>Business Name</u> field. Enter the first name of the individual purchaser.<br><br>This field can be changed in the <i>modify</i> mode.<br>System-generated in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.                                         |
| Middle                  | 1 alphanumeric character   | Enter the middle initial of the individual purchaser, if desired.<br>System-generated in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.                                                                                                                                                                               |
| Business Name           | 40 alphanumeric characters | [REQUIRED] In the <i>add</i> mode, if no entry is made in the <u>First</u> and <u>Last</u> fields. Enter a business name, if appropriate for an individual operating as a business.<br><br>This field can be changed in the <i>modify</i> mode.<br>System-generated in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field. |
| Business Attn           | 30 alphanumeric characters | In the <i>add</i> and <i>modify</i> modes, enter the information that should appear on the attention line for correspondence.<br>System-generated in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.                                                                                                                   |
| Street Address          | 30 alphanumeric characters | In the <i>add</i> mode, enter the street address for the individual purchaser identified in the <u>Business Name</u> or <u>Last</u> and <u>First</u> fields.<br><br>This field can be changed in the <i>modify</i> mode.<br>System-generated in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.                        |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-33 Individual Sales Purchaser (CMSP) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                        |
|------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City       | 17 alphanumeric characters | In the <b><i>add</i></b> mode, enter the city associated with the individual purchaser identified in the <u>Business Name</u> or <u>Last</u> and <u>First</u> fields.<br><br>This field can be changed in the <b><i>modify</i></b> mode.                           |
|            |                            | modes based on the entry in the <u>SSN</u> field.                                                                                                                                                                                                                  |
| State      | 2 alphabetic characters    | In the <b><i>add</i></b> mode, enter the 2-character state abbreviation associated with the individual purchaser identified in the <u>Business Name</u> or <u>Last</u> and <u>First</u> fields.<br><br>This field can be changed in the <b><i>modify</i></b> mode. |
|            |                            | System-generated in the <b><i>query</i></b> , <b><i>modify</i></b> , and <b><i>delete</i></b> modes based on the entry in the <u>SSN</u> field.                                                                                                                    |
| Zip Code   | 5 numeric characters       | In the <b><i>add</i></b> mode, enter the zip code associated with the individual purchaser identified in the <u>Business Name</u> or <u>Last</u> and <u>First</u> fields.<br><br>This field can be changed in the <b><i>modify</i></b> mode.                       |
|            |                            | modes based on the entry in the <u>SSN</u> field.                                                                                                                                                                                                                  |
| (+4 code)  | 4 numeric characters       | In the <b><i>add</i></b> mode, enter the +4 portion of the zip code associated with the individual purchaser identified in the <u>Business Name</u> or <u>Last</u> and <u>First</u> fields.<br><br>This field can be changed in the <b><i>modify</i></b> mode.     |
|            |                            | modes based on the entry in the <u>SSN</u> field.                                                                                                                                                                                                                  |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-33 Individual Sales Purchaser (CMSP) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VALID ENTRIES                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GOTO CMPA Screen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 alphanumeric character<br>X=CMPA screen | Enter an X in this field to move to the Preliminary Acceptance (CMPA) screen, described and illustrated under <b>Preliminary Acceptance (CMPA) Screen</b> , and: <ul style="list-style-type: none"><li>Continue processing on the Preliminary Acceptance (CMPA) screen, if this screen was accessed from the Preliminary Acceptance (CMPA) screen.</li><li>View step information</li><li>Move a case from step 6 (List for Sale) to step 7 (Preliminary Acceptance of Sales Offer).</li></ul> <i>Note:</i> In the <b>add</b> mode, if this screen was accessed from the Preliminary Acceptance (CMPA) screen, an X must be entered in this field before pressing the <ENTER> key after adding the purchaser information. |
| To commit the creation, modification, or deletion of the SSN individual business record, press the <ENTER> key.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i><b>Result:</b> The system displays the successful completion message and:</i> <ul style="list-style-type: none"><li>in the <b>add</b> mode, creates the new business purchaser record</li><li>in the <b>modify</b> mode, updates the current business purchaser record</li><li>in the <b>delete</b> mode, removes the current business purchaser record, if the SSN is not associated with a NAID and does not have an associated Sales Contract Purchase record.</li><li>if an X is entered in the <u>GOTO CMPA Screen</u> field, displays the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b></li></ul> <i><b>Note:</b> If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message before attempting to:</i> <ul style="list-style-type: none"><li>Add another SSN individual purchaser record</li><li>Update or delete an existing SSN individual purchaser record</li><li>View another existing SSN individual purchaser record</li><li>Exit this screen</li></ul> |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **Offer Acceptance (CMOA) Screen**

The Offer Acceptance (CMOA) data screen, illustrated in Figure 3-38, allows authorized HOC Area (M&M) staff to:

- Move a case from step 6 (Listed for Sale) or step 7 (Preliminary Acceptance of Sales Offer) to step 8 (Sales Offer Accepted)
- Document information from the Lead Based Paint (LBP) Addendum, if required

#### **Note**

A case cannot be listed for sale if the Accept at Previous List flag is Y (Yes) and the offer is accepted on a previous disposition program.

#### *Before You Begin*

Gather this information, as applicable, before using the Offer Acceptance (CMOA) screen:

- Case in step 7 (to add an offer acceptance), step 8 (to modify an existing offer acceptance), step 10 (to update Listing or Selling Broker information for an offer), or step 8 or above (to view offer acceptance information)
- Sales contract
- LBP addendum, if applicable
- NonProfit/Govt NAID (if it is a direct sale)
- Broker NAID
- Closing Agent contract number and NAID

### 3.4 - Dispose of Property Case Management Tasks (continued)

| S A M S                                                   |      |                             | 07/21/04    |                                    |
|-----------------------------------------------------------|------|-----------------------------|-------------|------------------------------------|
| SCREEN: QCMOA_                                            |      | CMOA OFFER ACCEPTANCE QUERY |             | 13:23:19 EST                       |
| NEXT CASE NUMBER: _                                       |      | CONTRACT NUMBER:            |             | BID RECEIPT NUMBER:                |
| CASE NUMBER                                               |      |                             |             | CASE STEP                          |
| CONTRACT NUMBER                                           |      |                             |             | STATUS                             |
| OFFER ACCT DATE                                           |      | 203K                        | SALES 203K: | DISP PROG TYPE                     |
| BID AMOUNT:                                               |      | E M AMOUNT:                 |             | FNCE/CLSNG COST:                   |
| SALES COMMIS AMNT:                                        |      | ESCROW AMOUNT               |             | CLOSING DATE:                      |
| NET BID AMNT                                              |      | NONPROFIT/GOVT:             |             | *NONPROFIT TYPE: OWN/INVEST:       |
| LBP ADDNDM DATE:                                          |      | WAIVE:                      |             | REVIT AREA                         |
| *NON-PROFIT/GOVT NAID:                                    |      |                             |             |                                    |
| SSN:                                                      | FIN: | NAME:                       |             |                                    |
| SSN:                                                      | FIN: | NAME:                       |             |                                    |
| SSN:                                                      | FIN: | NAME:                       |             |                                    |
| SSN:                                                      | FIN: | NAME:                       |             |                                    |
| *SELL BRK:                                                |      |                             |             | FEE:                               |
| *LIST BRK:                                                |      |                             |             | FEE:                               |
| SALES DISCNT %:                                           |      | \$:                         | DISC AMT    | \$0.00 NET BID \$0.00              |
| *CLSA CO:                                                 |      | *ID:                        |             |                                    |
| BROKER LTR: N                                             |      | CLSA LTR: N                 | NUM OFFERS  | GOTO REMARKS: _ GOTO INCENTIVES: _ |
| CASE HUD OFFICE PREFIX IS REQUIRED                        |      |                             |             |                                    |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 9=CLEAR |      |                             |             |                                    |

Figure 3-38 Offer Acceptance (ACMOA) Add Screen

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### *Data Screen Options*

On the Offer Acceptance (CMOA) screen:

- To **locate (query)** a sales offer that has been accepted, enter *QCMOA* in the Screen field and press the <F2> key. This option allows the user to locate (query) all contracts for a case. SAMS generates the current active contract number. To view prior contract number, press the <ENTER> key or <F7> key. The system moves backwards through the list screen by screen until the original contract number displays.
- To **add** a sales offer that has been accepted, enter *ACMOA* in the Screen field and press the <F2> key.
- To **modify** a sales offer that has been accepted, enter *MCMOA* in the Screen field and press the <F2> key. This option allows the user to view the active contract on a case. A status of *A* (active) is generated in the Status field. In the **modify** mode, a one character field appears to the right of the Purchaser ID data field to allow the user to **add** or **delete** the ID or name information. This one character data field is not labeled and appears only in the **modify** mode.
- To **update** a sales offer for a case in step 10 only, enter *UCMOA* in the Screen field and press the <F2> key. This option allows the user to change Listing or Selling Broker information for cases in step 10 only.
- To **review** a sales offer and **modify** the sales discount information on a direct sale, authorized M&M users enter *RCMOA* in the Screen field and press the <F2> key. Only sales offers that meet the following criteria can be modified in this mode:
  - Case must be in step 8
  - Sales offer must be active with a Sales Type of *DR* (Direct Sale)
  - Active sales offer cannot have a Officer Next Door (OND) or Teacher Next Door (TND) NAID entered in the Non-Profit/Govt NAID field

#### **Note**

A Government Non-Profit NAID entry of *OND* or *TND* **cannot** be changed in the **update** or **modify** mode. The sale must be cancelled using the **add** mode of the Sales Cancellation (ACMSC) screen, illustrated and described under **Sales Cancellation (CMSC) Screen**, and a new sale entered.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-34 Offer Acceptance (CMOA) Procedure Table to find, add, or modify a sales offer that has been accepted:

**Table 3-34 Offer Acceptance (CMOA) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                        | DESCRIPTION                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                | 9 numeric characters                                 | <b>[REQUIRED]</b> Enter the Case Number.                                                                                                                             |
| Contract Number                                                                                                                                 | 5 numeric characters                                 | This field is active only in <i>query</i> mode. All other modes default to the current offer.                                                                        |
| Bid Receipt Number                                                                                                                              | 5 numeric characters                                 | <b>[REQUIRED]</b> In the <i>add</i> mode, the default value is 1. This field is for informational purposes only and corresponds to the <u>Contract Number</u> field. |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                      |                                                                                                                                                                      |
| Case Number                                                                                                                                     | N/A                                                  | <u>Number</u> field.                                                                                                                                                 |
| [Address]                                                                                                                                       | N/A                                                  | System-generated street, city, county, state, and ZIP code based on the selection criteria entered; display only.                                                    |
| Case Step                                                                                                                                       | N/A                                                  | System-generated based on the selection criteria entered; display only.                                                                                              |
| Contract Number                                                                                                                                 | N/A                                                  | System-generated based on the selection criteria entered; display only.                                                                                              |
| (City, State, Zip Code)                                                                                                                         | N/A                                                  | System-generated based on the selection criteria entered; display only.                                                                                              |
| Status                                                                                                                                          |                                                      | System-generated based on the selection criteria entered; display only.                                                                                              |
| Offer Accept Date                                                                                                                               | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | <b>[REQUIRED]</b> This field may be <i>modified</i> if the date the sales contract was executed is different from the date displayed.                                |
|                                                                                                                                                 |                                                      | System-generated base on the current system date.                                                                                                                    |
| 203K                                                                                                                                            | N/A                                                  | System-generated; display only.                                                                                                                                      |



### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD     | VALID ENTRIES                                                                                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sales 203K     | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No                                          | In this field, enter: <ul style="list-style-type: none"> <li><i>Y</i> if Disp Prog Type = uninsured <b>UI</b> <b>and</b> Sales Type = insured <b>IN</b>.</li> <li><i>N</i> if Disp Prog Type = uninsured <b>UI</b> <b>and</b> Sales Type = uninsured <b>UI</b></li> </ul>                                                                                                                                                                                                                                                                                                                                           |
|                |                                                                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>review</b> modes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Disp Prog Type | N/A                                                                                                | System-generated; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sales Type     | 2 alphabetic characters<br><b>IN</b> = Insured<br><b>UI</b> = Uninsured<br><b>DR</b> = Direct Sale | Enter the sales type of insured <b>IN</b> , uninsured <b>UI</b> , or direct <b>DR</b> . <p><b>Note:</b> <i>The DR type can only be used when designated on the Case Disposition Program (CMC3) screen, illustrated and described under <b>Case Disposition Program (CMC3) Screen</b>.</i></p> <p><b>Note:</b> <i>If the DP entry on the Case Disposition Program (CMC3) screen = IC (Insured-with condition) the entry in this field must be IN (Insured) or UI (Uninsured).</i></p>                                                                                                                                |
|                |                                                                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>review</b> modes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Bid Amount     | 9 numeric characters                                                                               | <b>[REQUIRED]</b> Enter the dollar amount of the bid from Line 3 of the sales contract. The amount entered must match the value entered for the corresponding Bid Receipt Number on the Bids Received Log (CMBR) screen, illustrated and described under <b>Bids Received Log (CMBR) Screen</b> . Refer to the <b>Sales Discount Calculations (CMOA)</b> section. <p><b>Note:</b> <i>If the value entered does not match the entry on the Bids Received Log (CMBR) screen, illustrated and described under <b>Bids Received Log (CMBR) Screen</b>, for the selected bid receipt, an error message displays.</i></p> |
|                |                                                                                                    | System-generated; in the <b>query</b> , <b>modify</b> , and <b>review</b> modes for <b>DR</b> (Direct Sales) only based on the Case Disposition Program (CMC3) screen, illustrated and described under <b>Case Disposition Program (CMC3) Screen</b> . <p><b>Note:</b> <i>This field is protected from updates in all modes for 203K cases.</i></p>                                                                                                                                                                                                                                                                 |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD        | VALID ENTRIES        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E M Amount        | 5 numeric characters | <b>[REQUIRED]</b> Enter the dollar amount of the earnest money (EM) deposit from Line 3 of the sales contract.<br>System-generated; in the <i>query</i> , <i>modify</i> , and <i>review</i> modes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fnce/Clsng Cost   | 9 numeric characters | <b>[REQUIRED]</b> Enter the dollar amount of financing and closing costs to be paid by HUD from Line 5 of the sales contract. <i>0</i> is a permissible dollar amount.<br>System-generated; in the <i>query</i> , <i>modify</i> , and <i>review</i> modes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sales Commis Amnt | 9 numeric characters | <b>[REQUIRED]</b> Enter the dollar amount of the sales commissions: Selling Broker fee plus Listing Broker fee. <i>0</i> is a permissible dollar amount. If <u>Fnce/Clsng Cost</u> + <u>Sales Commis Amnt</u> exceeds the <u>Sales Discnt %</u> , the following error message <b>Fin/Closing + Commission exceeds Discount – Disallowed</b> displays. This condition must be corrected before the data entered on the screen can be accepted.<br><br><i>Note: If an amount is entered in this field, selling broker or listing broker information must be entered in the <u>Sell Brk</u> or <u>List Brk</u> fields and the entry in the <u>Fee</u> fields must equal the sales commission amount.</i><br>System-generated; in the <i>query</i> , <i>modify</i> , and <i>review</i> modes. |
| Escrow Amount     | 8 numeric characters | System-generated; from the Case Disposition Program (CMC3) screen, illustrated and described under <b>Case Disposition Program (CMC3) Screen</b><br><br><i>must match Line 4 of the sales contract.</i><br><i>Note: The escrow amount is set to zero before the calculation of the Net Bid amount, if the sales type is changed to Uninsured.</i><br><i>Note: If the Sales Type is UI (Uninsured), this field is blanked out (no entry).</i>                                                                                                                                                                                                                                                                                                                                              |
| Closing Date      | N/A                  | System-generated; in the <i>add</i> and <i>modify</i> modes after the screen is committed. This field is protected in the <i>review</i> mode.<br><br><i>mode.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD      | VALID ENTRIES                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Net Bid Amnt    | N/A                                                       | <p>after the screen is committed. This amount should match Line 7 of the sales contract and cannot be calculated until it is specified as <u>NonProfit/Govt</u> (<i>Y</i> or <i>N</i>). This field is protected in the <i>review</i> mode.</p> <p>In the <i>add</i> and <i>modify</i> modes, the calculation subtracts the Finance and Closing and Sales commission costs from the Bid amount. The <u>Net Bid Amnt</u> is calculated as:<br/> <math display="block">\text{Bid} - (\text{Fnce/Clsng Cost} + \text{Sales Commis Amnt}) = \text{Net Bid Amnt}</math></p> <p><i>Note:</i> If the <u>Sales Type</u> is <i>UI</i> (Uninsured), this field is set to 0 before the net bid amount is calculated.</p> |
| NonProfit/Govt  | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | <p><b>[REQUIRED]</b> In the <i>add</i>, <i>modify</i>, and <i>update</i> modes, enter <i>Y</i> or <i>N</i> from Line 8 of the sales contract.</p> <p><i>Note:</i> If the entry in this field is <i>N</i> (No), an entry cannot be made in the <u>Non-Profit Govt NAID</u> field.</p> <p>This field can be modified in the <i>update</i> mode. If the <u>Own/Invest</u> field is:</p> <ul style="list-style-type: none"> <li><i>I</i> (Investor), an <i>N</i> (No) is automatically entered in this field and the field is protected from updates.</li> <li><i>N</i> (Non-Profit), a <i>Y</i> (Yes) is automatically entered in this field and the field is protected from updates.</li> </ul>                |
| *NonProfit Type | 1 alphabetic character                                    | <p><b>[REQUIRED]</b> If the <u>NonProfit/Govt</u> field = <i>Y</i>, enter ? and press the &lt;ENTER&gt; key for the Lookup screen.</p> <p>This field can be modified in the <i>update</i> mode unless the entry in the <u>Own/Invest</u> field is <i>I</i> (Investor). In that case this field is protected from update.</p> <p><i>Note:</i> If the entry in this field is <i>T</i> for Teacher Next Door or <i>O</i> for Officer Next Door, the entry in the <u>NonProfit/Govt</u> field <b>must</b> = <i>Y</i> and the <u>Sales Discnt %</u> field <b>must</b> be 50%.</p>                                                                                                                                 |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES                                                                                       | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Own/Invest | 1 alphabetic character<br><b>I</b> = Investor<br><b>O</b> = Owner-Occupant<br><b>N</b> = Non-Profit | <p><b>[REQUIRED]</b> Enter <i>I</i> if the purchaser is an investor or <i>O</i> if the purchaser is an owner-occupant.</p> <p>This field can be modified in the <b>update</b> mode.</p> <p><b>Note:</b> The entry in this field can be <i>O</i> or <i>N</i>, if the <u>Nonprofit/Govt</u> flag is <i>Y</i> (Yes). This allows users to update the selling broker, listing broker, and non-profit/government NAID fields.</p> <p><b>Note:</b> If the entry in this field from the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b>, is <i>N</i> (Non-Profit) the first SSN or EIN/FIN tied to the active NAID for the current area office displays. If no NAID is found, the generic NAID GOVTNPPEND (Government NAID Pending) displays. Use the <b>modify</b> mode of the Preliminary Acceptance (CMPA) screen to enter changes.</p> <p><b>Notes:</b> If the entry in this field is:</p> <ul style="list-style-type: none"> <li>• <i>I</i> (Investor), then the <u>NonProfit/Govt</u> flag is changed to <i>N</i> (No) and both fields are protected from updates.</li> <li>• <i>N</i> (Non-Profit), then the <u>NonProfit/Govt</u> flag is changed to <i>Y</i> (Yes) and protected from updates.</li> <li>• <i>O</i> (Owner/Occupant) and the <u>Special Program Code</u> is either <i>T</i> (Teacher) or <i>O</i> (Officer), all fields associated with the Officer Next Door/Teacher Next Door (OND/TND) sale will be protected (i.e., <u>Owner/Invest</u>, <u>NonProfit/Govt</u>, <u>Non-Profit/Govt NAID</u>, <u>Sales Discnt %</u>).</li> <li>• <i>O</i> (Owner/Occupant) and the <u>Special Program Code</u> is <i>N</i> (Non-Profit), the <u>NonProfit/Govt</u> flag is changed to <i>N</i> (No) and protected from any updates.</li> <li>• <i>N</i> (Non-Profit) and the sales discount is 50% (ACA cases), a Teacher Next Door or Officer Next Door NAID cannot be entered as purchaser.</li> </ul> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD                      | VALID ENTRIES                                                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Own/Invest ( <i>continued</i> ) |                                                                          | <p><b>Note:</b> This field cannot be changed from OND/TND in <b>modify</b> mode. The sales offer must be cancelled on the <b>add</b> mode of the Sales Cancellation (ACMSC) screen, illustrated and described under <b>Sales Cancellation (CMSC) Screen</b>, and a new sales offer entered.</p>                                                                                                                                                  |
|                                 |                                                                          | <p>System-generated; from the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b> updates allowed. Can be updated in the <b>modify</b> mode of the Preliminary Acceptance (CMPA) screen.</p>                                                                                                                                                                                       |
| LBP Addendum Date               | <p>8 alphanumeric characters</p> <p>Format: <b>mm/dd/yy</b></p>          | <p>[<b>REQUIRED</b>] Type the date the LBP addendum was signed.</p> <p><b>Note:</b> If the property was built after 1978, the LBP addendum is not required.</p>                                                                                                                                                                                                                                                                                  |
| Waive                           | <p>1 alphabetic character</p> <p><b>Y</b> = Yes</p> <p><b>N</b> = No</p> | <ul style="list-style-type: none"> <li>Enter <b>N</b> to indicate that children under seven years of age will be tested.</li> <li>Enter <b>Y</b> to indicate that children under seven years of age will <i>not</i> be tested.</li> </ul> <p><b>Note:</b> The Test Results Maintenance (CML1) screen, illustrated and described under <b>LBP Test Results Maintenance (CML1) Screen</b>, must be completed upon receipt of the test results.</p> |
| Revit Area                      | N/A                                                                      | <p>System-generated based on the record selected. <i>Y</i> or <i>N</i> displays to indicate whether or not the case is in a revitalized area.</p>                                                                                                                                                                                                                                                                                                |
| *Non-Profit/Govt NAID           | 10 alphanumeric characters                                               | <p>If <u>NonProfit/Govt</u> field is <i>Y</i>, enter the Non-Profit/Govt NAID, or enter ? and press the &lt;ENTER&gt; key for the Lookup screen.</p> <p><b>Note:</b> In the <b>add</b>, <b>modify</b>, and <b>update</b> modes the NAID entered must be active for the case's area. NAID types affected are: NP (Non-Profit), GT (Local/State Government), SB (Selling Brokers/Listing Brokers), CA (Closing Agent).</p>                         |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD                           | VALID ENTRIES | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Non-Profit/Govt NAID<br>(continued) |               | <p><b>Note:</b> In the <b>add</b> or <b>modify</b> modes, an OND (Officer Next Door) or TND (Teacher Next Door) NAID <b>cannot</b> be entered in this field when the <u>Own/Invest</u> indicator is set to N (No). The user must access the Preliminary Acceptance (CMPA) screen, illustrated and described in detail under <b>Sales Cancellation (CMSC) Screen</b>.</p> <p><b>Note:</b> In the <b>update</b> mode, OND or TND <b>cannot</b> be entered in this field if the <u>Own/Invest</u> indicator is set to N (No) and the sales discount is 50%. <b>Note:</b> If the entry in this field is an OND or TND NAID and a sales offer is entered, the entry in this field cannot be changed in the <b>modify</b> or <b>update</b> mode. The user must first cancel the sales offer using the <b>add</b> mode of the Sales Cancellation (ACMSC) screen, illustrated and described under <b>Sales Cancellation (CMSC) Screen</b>, and enter a new sales offer.</p> <p><b>Note:</b> If the entry in the <u>NonProfit/Govt</u> field is N (No), this field <b>must</b> be blank.</p> <p><b>Note:</b> A TND/OND NAID is allowed only if the Sales Discount % field entry is 50% (for all sales types including IN (Insured), UI (Uninsured), and DR (Direct Sale)).</p> |
|                                      |               | <p>If the EIN/FIN or SSN entered on the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b> this field is populated based on the EIN/FIN or SSN. If the EIN/FIN or SSN does not have a valid NAID associated with it, an error message displays on this screen.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| SSN                                  | N/A           | <p>System-generated; from the Preliminary Acceptance (CMPA) screen, illustrated and described in detail under <b>Preliminary Acceptance (CMPA) Screen</b> <u>Next Case Number</u>, <u>Contract Number</u>, and <u>Bid Receipt Number</u> fields. This field is protected from updates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FIN                                  | N/A           | <p>System-generated; from the Preliminary Acceptance (CMPA) screen, illustrated and described in detail under <b>Preliminary Acceptance (CMPA) Screen</b> <u>Next Case Number</u>, <u>Contract Number</u>, and <u>Bid Receipt Number</u> fields. This field is protected from updates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name       |                            | <p>System-generated; displays the Business organization name (rather than the Sales Contract name) for EIN/FINs and the Individual name (rather than the Sales Contract name) for SSNs from the Preliminary Acceptance (CMPA) screen, illustrated and described in detail under <b>Preliminary Acceptance (CMPA) Screen</b> field is protected from updates.</p> <p><i>Note: If both an individual name (<u>Last, First</u>) and a <u>Business Name</u> were entered on the Preliminary Acceptance (CMPA) screen, then the business name is displayed in this field.</i></p>   |
| *Sell Brk  | 10 alphanumeric characters | <p><b>[REQUIRED]</b> If an entry is made in the <u>Sales Commis Amnt</u> field either an entry <b>must</b> be made in the <u>Sell Brk</u> or the <u>List Brk</u> field, and the amounts entered in the Fee fields must equal the amount of the sales commission.</p> <p>Enter the selling broker NAID, or enter ? and press the &lt;ENTER&gt; key to select the business name for the selling broker from the Lookup screen.</p> <p><i>Note: If the Selling Broker NAID previously entered in this field is inactive, a message displays and the entry can be updated.</i></p> |
| Fee        | 9 numeric characters       | <p>If a Selling Broker is entered in the <b>add</b> or <b>modify</b> modes, the associated fee is entered in this field. An entry of 0 is allowed. The sum of the fees (listing broker and selling broker) entered must equal the entry in the <u>Sales Commis Amnt</u> field.</p>                                                                                                                                                                                                                                                                                             |
| *List Brk  | 10 alphanumeric characters | <p><b>[REQUIRED]</b> If an entry is made in the <u>Sales Commis Amnt</u> field either an entry <b>must</b> be made in the <u>Sell Brk</u> or the <u>List Brk</u> field, and the amounts entered in the Fee fields must equal the amount of the sales commission. Enter the Listing Broker NAID, or enter ? and press the &lt;ENTER&gt; key for the Lookup screen.</p> <p><i>Note: If the Listing Broker NAID previously entered in this field is inactive, a message displays and the entry can be updated.</i></p>                                                            |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD     | VALID ENTRIES                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fee            | 9 numeric characters               | If a Listing Broker is entered in the <b><i>add</i></b> or <b><i>modify</i></b> modes, the associated fee is entered in this field. An entry of 0 is allowed. The sum of the fees (listing broker and selling broker) entered must equal the entry in the <u>Sales Commis Amnt</u> field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Sales Discnt % | 4 numeric characters<br>(Ex: 10.0) | <p>In the <b><i>add</i></b> or <b><i>modify</i></b> mode, enter the sales discount percent (%), if applicable. Decimals are allowed. A sales discount percent of less than 1% displays as the appropriate decimal amount (e.g., 0.2% displays as 0.2 while 2.2% displays as 2.2). The the entry in this field:</p> <ul style="list-style-type: none"> <li>• <b>must</b> be 50%, if the <u>Non-Profit/Govt NAID</u> field is for a Teacher Next Door or an Officer Next Door and <u>the Non-Profit/Govt</u> field must = Y</li> <li>• <b>can</b> be greater than 50 percent for sales offers where the NonProfit Type is X (ACA)</li> <li>• <b>can be up to 50%</b>, if the entry in the Nonprofit Type field is X (ACA cases)</li> <li>• is <b>always used</b> to calculate the sales commission, if an entry is made in this field and in the [Discount] \$ field.</li> <li>• is <b>protected</b> in the <b><i>add</i></b> and <b><i>modify</i></b> modes, if the case has a disposition program type of DR (Direct Sale)</li> </ul> <p>In the <b><i>review</i></b> mode, the entry in this field:</p> <ul style="list-style-type: none"> <li>• <b>Cannot</b> be modified for an active sales offer if the entry in the NonProfit Type field is X for ACA cases</li> <li>• <b>Cannot</b> be modified if the Bid Amount for an active sales offer is \$1</li> <li>• <b>Can</b> be less than the existing discount percent, if the current disposition program is 10 to 30 percent</li> <li>• <b>Can</b> be changed to .1 to 15 percent, if the current disposition program discount percent is 10</li> </ul> <p><i>Note: If the entry in this field is updated in the <b><i>review</i></b> mode, the <u>\$ Disc Amt</u>, and <u>Net Bid</u> fields are updated as well.</i></p> |
|                |                                    | System-generated; if the <u>DP Sales Type</u> = DR (Direct Sale). Refer to the <b>Sales Discount Calculations (CMOA)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES         | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$         | 10 numeric characters | <p>Data entry in this field is:</p> <ul style="list-style-type: none"> <li><b>Not allowed</b> in the add and modify modes, if the case has a disposition program type of DR (Direct Sale)</li> <li><b>Not required</b>, if entry is made in the <u>Sales Discnt %</u> field</li> <li><b>Not allowed</b> if the entry in the <u>Sales Discnt%</u> field is 50% and the entry in the Non-Profit/Govt NAID field is <i>TND</i> or <i>OND</i></li> <li><b>May</b> be equal to the FIN/Closing Costs plus Sales Broker Commission, but may not be greater than the <u>Disc Amt</u>, thereby causing a negative Net Discount Amount</li> </ul> <p><i>Note: If an entry is made in this field and in the <u>Sales Discnt %</u> field, the system will always calculate based on the entry in the <u>Sales Discnt %</u> field, and modify this field accordingly.</i></p> <p>In the <i>review</i> mode, the entry in this field:</p> <ul style="list-style-type: none"> <li><b>Cannot</b> be modified for an active sales offer if the entry in the NonProfit Type field is X for ACA cases</li> <li><b>Cannot</b> be modified if the Bid Amount for an active sales offer is \$1</li> </ul> |
|            | N/A                   | <p>System-generated; based on the entry from the <u>507. Sales Discount</u> field (sales discount amount minus selling broker fee and finance and closing costs) on the HUD 1 (CMH1) screen, illustrated and described under <b>HUD 1 (CMH1/ CMH2) Screens</b>. The calculation based on the entries posted in the <u>Sales Discnt %</u> field use the formula:</p> <p><u>Discount Amount</u> = <u>Discount \$ Amount</u> – <u>Finance/Closing Costs</u> – <u>Selling Broker Fee</u></p> <p>In the <i>add</i> and <i>modify</i> modes the entry in this field is calculated as:</p> <p><u>Disc Amt</u> = <u>Sales Discnt \$</u> - <u>Fince/Clsng Cost</u> – <u>Sell Brk Fee</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD           | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disc Amt (continued) |                            | <p><b>Note:</b> If the entry in the <u>Sales Discnt %</u> field is 50% and the entry in the <u>Non-Profit/Govt NAID</u> field is TND or OND, this field is protected (no data entry allowed).</p> <p><b>Note:</b> This field is protected if the Disposition Type is DR (Direct Sale).</p> <p><b>Note:</b> The entry in this field is protected for auctions and 203K cases.</p>                                                                                                                                                                                    |
| Net Bid              | N/A                        | <p>System-generated calculation based on the formula:</p> <p><u>Net Bid</u> = <u>Bid Amount</u> – (<u>Finance</u> + <u>Closing</u> + <u>Sales Commission</u> costs)</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| *CLSA Co             | 12 alphanumeric characters | <p><b>[REQUIRED]</b> Enter the closing agent contract number, or enter ? and press the &lt;ENTER&gt; key for the Lookup screen.</p> <p><b>Note:</b> The Closing Agents Contracts (LPCY) look-up screen displays active closing agent contracts based on the contract effective date and the contract expiration date.</p> <p><b>Note:</b> In the <b>add</b> and <b>modify</b> modes, if the closing agent contract is due to expire within 10 days of the current system date, a message displays reminding the user of the impending contract expiration date.</p> |
| *ID                  | 10 alphanumeric characters | <p><b>[REQUIRED]</b> Enter the closing agent's NAID or enter ? and press the &lt;ENTER&gt; key for the Lookup screen.</p> <p>System-generated if the record was selected using the Lookup table.</p>                                                                                                                                                                                                                                                                                                                                                                |
| Broker Ltr           | N/A                        | System-generated default is N; cannot be modified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| CLSA Ltr             | N/A                        | System-generated default is N; cannot be modified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Num Offers           | 5 numeric characters       | <p><b>[REQUIRED]</b> Enter the number of offers received.</p> <p><b>Note:</b> Entry is <b>not required</b> in this field for Sales Type DR (Direct Sale).</p> <p><b>Note:</b> If the number of cases is 90% or greater than the maximum allowable count, an informational message displays.</p> <p>System-generated default value is 1 if the <u>Sales Type</u> = DR.</p>                                                                                                                                                                                           |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-34 Offer Acceptance (CMOA) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | VALID ENTRIES               | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GOTO Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 alphabetic character<br>X | <p>Enter an <i>X</i> to add or review a remark about a property.</p> <p><b>Result:</b> <i>The system displays the Property Remark (CMPR) screen to add additional remarks or comments as needed for the property. Refer to the <b>Property Remark (CMPR) GOTO</b> Screen section for details</i></p> <p><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an <i>X</i> is entered in the <u>GOTO Incentive</u> field, no entry is allowed in this field.</i></p>                                                                                              |
| GOTO Incntve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 alphabetic character<br>X | <p>Enter <i>X</i> to access the Disp Prog Sales Incentive (CMSI) GOTO screen. Refer to the <b>Disposition Program Sales Incentive (CMSI) GOTO Screen</b> section for details.</p> <p><b>Note:</b> <i>When a sales offer is entered, the <u>Incentive Used</u> flag for the case <b>must</b> be updated on the Disposition Program Sales Incentive (CMSI) screen. The case must be in step 8.</i></p> <p><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an <i>X</i> is entered in the <u>GOTO Remarks</u> field, no entry is allowed in this field</i></p> |
| <p>To accept a sales offer for the property displayed, press the &lt;ENTER&gt; key.</p> <p><b>Result:</b> <i>In the <b>add</b> mode, the system validates the information and allows the user to route to the Disp Prog Sales Incentive (CMSI) screen, illustrated and described under <b>Disposition Program Sales Incentive (CMSI) GOTO Screen</b>, to update the <u>Incentive Used</u> flag for the case on the Disp Prog Sales Incentive (CMSI) screen. (The case must be in step 8 before the <u>Incentive Used</u> flag can be updated.)</i></p> <p><b>Result:</b> <i>System displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i></p> <ul style="list-style-type: none"> <li>• <i>review and accept a sales offer for another property or case in the SAMS active property inventory</i></li> <li>• <i>modify or delete a property from the SAMS active property inventory</i></li> <li>• <i>exit this screen</i></li> </ul> <p>Once the entries on this screen are committed, the <u>Bid Amount</u>, <u>Owner/Investor Flag</u>, and <u>Selling Broker NAID</u> is protected from modification on the Bids Received Log (CMBR) screen, illustrated and described under <b>Bids Received Log (CMBR) Screen</b>.</p> |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### Sales Discount Calculations (CMOA)

---

If the Sales type (Disposition Program Sales Type code) on the Case Disposition Program (CMC3) screen, illustrated and described under **Case Disposition Program (CMC3) Screen**, is **equal** to *DR* (Direct Sale) and the Discount Percent is **greater** than 0 (zero):

- Offer Acceptance (CMOA) screen Bid Amount = List Price from the Case Disposition Program (CMC3) screen
- Offer Acceptance (CMOA) screen Sales Discount % = Discount % from the Case Disposition Program (CMC3) screen
- Offer Acceptance (CMOA) screen Sales Discount Amount = Bid Amount + (Sales Discount % / 100)
- Offer Acceptance (CMOA) screen Discount Net = (Sales Discount Amount - Sales Commission - Finance/Closing Costs)
- Offer Acceptance (CMOA) screen Net Bid = Discount Price from the Case Disposition Program (CMC3) screen

If the CMC3 Sales type (Disposition Program Sales Type code) is **equal** to *DR* (Direct Sale) and the Discount Percent is **equal** 0 (zero):

- Offer Acceptance (CMOA) screen Bid Amount = List Price from the Case Disposition Program (CMC3) screen
- Offer Acceptance (CMOA) screen Sales Discount % = zero 0 (will display blanks)
- Offer Acceptance (CMOA) screen Sales Discount Amount = zero 0 (will display blanks)
- Offer Acceptance (CMOA) screen Discount Net = zero 0
- Offer Acceptance (CMOA) screen Net Bid = (Bid Amount - Sales Commission - Finance/Closing Costs)
- Offer Acceptance (CMOA) screen Net Bid Amount = Net Bid

If the Sales Type (Disposition Program Sales Type code) from the Case Disposition Program (CMC3) screen is **not equal** to *DR* (Direct Sale) and the Nonprofit/Govt Flag from the Offer Acceptance (CMOA) screen is **equal** *N* (No):

- Offer Acceptance (CMOA) screen Bid Amount = Bid Amount
- Offer Acceptance (CMOA) screen Sales Discount % = zero 0 (will display blanks)
- Offer Acceptance (CMOA) screen Sales Discount Amount = zero 0 (will display blanks)
- Offer Acceptance (CMOA) screen Discount Net = zero 0
- Offer Acceptance (CMOA) screen Net Bid = (Bid Amount - Sales Commission - Finance/Closing Costs)
- Offer Acceptance (CMOA) screen Net Bid Amount = Net Bid

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **Sales Discount Calculations (CMOA)** (continued)

If the Sales Type (Disposition Program Sales Type code) from the Case Disposition Program (CMC3) screen **is not equal** to *DR* (Direct Sale) and the Nonprofit/Govt Flag on the Offer Acceptance (CMOA) screen is equal *Y* (Yes):

- Offer Acceptance (CMOA) screen Bid Amount = Bid Amount from Sales Offer Sheet
- **Case #1** User enters Sales Discount %, SAMS calculates Sales Discount Amount as Bid Amount (Sales Discount % / 100)
- **Case #2** User enters Sales Discount Amount, SAMS calculates Sales Discount Amount as Bid Amount ((Sales Discount Amount / Bid Amount) \* 100)
- Offer Acceptance (CMOA) screen Discount Net = Sales Discount Amount - Sales Commission - Finance/Closing Costs)
- Offer Acceptance (CMOA) screen Net Bid = Bid Amount - Sales Discount Amount

If the Sales Type (Disposition Program Sales Type code) from the Case Disposition Program (CMC3) screen **is not equal** to *DR* (Direct Sale) and the Nonprofit/Govt Flag from the Offer Acceptance (CMOA) screen **is equal** *Y* (Yes) and **no discount** is given:

- Offer Acceptance (CMOA) screen Bid Amount = Bid Amount from Sales Offer Sheet
  - Offer Acceptance (CMOA) screen Sales Discount % = zero 0 (will display blanks)
  - Offer Acceptance (CMOA) screen Sales Discount Amount = zero 0 (will display blanks)
  - Offer Acceptance (CMOA) screen Discount Net = zero 0
  - Offer Acceptance (CMOA) screen Net Bid = (Bid Amount - Sales Commission - Finance/Closing Costs)
  - Offer Acceptance (CMOA) screen Net Bid Amount = Net Bid
-

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **LBP Abatement Plan (CMLB) Screen**

The LBP Abatement Plan (CMLB) is a data screen, illustrated in Figure 3-39, that allows authorized HOC Area (M&M) staff to record the lead-based paint treatment plan and the cost to remove the lead-based paint.

#### **Note**

This screen routes to the Sales Cancellation (CMSC) screen, illustrated and described under **Sales Cancellation (CMSC) Screen**, to cancel the sale.

#### *Before You Begin*

Gather this information before using the LBP Abatement Plan (CMLB) screen:

- Case number of a property in step 8
- Vendor to provide service and equipment
- Estimate from the vendor
- Image to be inserted

| S A M S                                            |                             | 07/05/02                    |
|----------------------------------------------------|-----------------------------|-----------------------------|
| SCREEN: ACMLB_                                     | CMLB LBP ABATEMENT PLAN ADD | 10:45:48 EST                |
| NEXT CASE NUMBER: _____                            | CONTRACT NUMBER: _____      | ABATEMENT PLAN NUMBER: 0    |
| CONTRACT NUMBER                                    |                             |                             |
| PURCHASER                                          |                             |                             |
| LIST PRICE                                         |                             |                             |
| STAGE III                                          |                             | ABATE WITHOUT TEST:         |
| TEST EQUIPMENT AVAIL:                              |                             | ESTIMATE TEST CMPLD DATE:   |
| COST OF TEST:                                      |                             |                             |
| STAGE IV                                           | TEST RESULTS:               | WILL ABATE:                 |
| COST GRTR 15 PC:                                   |                             | ESTIMATED ABATEMENT COST:\$ |
| CANCEL SALE:                                       |                             | TENTATIVE ABATEMENT DATE:   |
| AMEND DISP PROG:                                   |                             |                             |
| STAGE V                                            |                             | APPROVAL:                   |
| *AUTHORIZED BY:                                    |                             | *PREPARED BY:               |
| STAGE VI                                           |                             |                             |
| ACTUAL TREATMENT COST:                             |                             | DATE OF ACTUAL TREATMENT:   |
| CASE HUD OFFICE PREFIX IS REQUIRED                 |                             |                             |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR |                             |                             |

**Figure 3-39 LBP Abatement Plan (ACMLB) Add Screen**

### 3.4 - Dispose of Property Case Management Tasks (continued)

---

#### *Data Screen Options*

On the LBP Abatement Plan (CMLB) screen:

- To **add** a record for the LBP Abatement Plan, enter *ACMLB* in the Screen field and press the <F2> key.
- To **modify** a record for the LBP Abatement Plan, enter *MCMLB* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 3-35 LBP Abatement Plan (CMLB) Procedure Table to add or modify a record for the LBP Abatement Plan:

**Table 3-35 LBP Abatement Plan (CMLB) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                             | DESCRIPTION                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                | 9 numeric characters                                      | <b>[REQUIRED]</b> Enter the Case Number.                                                                                        |
| Contract Number                                                                                                                                 | N/A                                                       | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> |
| Abatement Plan Number                                                                                                                           | 1 numeric character                                       | Enter the current abatement plan number. This data field reflects the number of plans that have been created to date.           |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                           |                                                                                                                                 |
| Adrs                                                                                                                                            | N/A                                                       | System-generated street, city, county, state, and ZIP code based on the case selected; display only.                            |
| Contract Number                                                                                                                                 | N/A                                                       | System-generated based on the case selected; display only.                                                                      |
| City                                                                                                                                            | N/A                                                       | System-generated based on the case selected; display only.                                                                      |
| State                                                                                                                                           | N/A                                                       | System-generated based on the case selected; display only.                                                                      |
| Zip Code                                                                                                                                        | N/A                                                       | System-generated based on the case selected; display only.                                                                      |
| Purchaser                                                                                                                                       | N/A                                                       | System-generated based on the case selected; display only.                                                                      |
| List Price                                                                                                                                      | N/A                                                       | System-generated based on the case selected; display only.                                                                      |
| Abate Without Test                                                                                                                              | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | Enter <i>Y</i> to abate without test, or <i>N</i> to test.                                                                      |
| Test Equipment Avail                                                                                                                            | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | Enter <i>Y</i> if the test equipment is available, or <i>N</i> if it is not available.                                          |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-35 LBP Abatement Plan (CMLB) Procedure Table, continued**

| DATA FIELD               | VALID ENTRIES                                             | DESCRIPTION                                                                                                                                                                                                                                                            |
|--------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Estimate Test Cmpld Date | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b>      | Enter the abatement test completed date.                                                                                                                                                                                                                               |
| Cost of Test             | 7 numeric characters                                      | Enter the amount of the cost of treatment.                                                                                                                                                                                                                             |
| Test Results             | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | Enter <i>Y</i> if test results have been returned, or <i>N</i> if they have not been returned.                                                                                                                                                                         |
| Will Abate               | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | Enter <i>Y</i> if the property will be abated, or <i>N</i> if it will not be abated.                                                                                                                                                                                   |
| Cost Grtr 15 PC          | N/A                                                       | System-generated:<br><ul style="list-style-type: none"> <li>as <i>Y</i> if the cost of abatement is 15% greater than the list price</li> <li>as <i>N</i> if the cost of abatement is not.</li> </ul>                                                                   |
| Estimated Abatement Cost | 5 numeric characters (whole dollars only)                 | Enter the estimated abatement cost provided by the vendor.                                                                                                                                                                                                             |
| Cancel Sale              | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | System-generated default is <i>N</i> ; can be modified. Entering <i>Y</i> , in this field moves the user to the Sales Cancellation (CMSC) screen, illustrated and described under <b>Sales Cancellation (CMSC) Screen</b>                                              |
| Tentative Abatement Date | 8 alphanumeric characters<br><b>mm/dd/yy</b>              | Enter the date the LBP treatment will begin.                                                                                                                                                                                                                           |
| Amend Disp Prog          | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | System-generated default is <i>N</i> ; can be modified. Enter <i>Y</i> if the DP will be amended to treat LBP. The system routes the user to the Case Disposition Program (CMC3) screen, illustrated and described under <b>Case Disposition Program (CMC3) Screen</b> |
| Approval                 | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | Enter <i>Y</i> to approve an LBP treatment plan. Enter <i>N</i> if the LBP treatment plan is not approved.                                                                                                                                                             |
| *Authorized By           | 10 alphanumeric characters                                | Enter the name of the Logon ID of the person approving the LBP treatment plan, or enter ? and press the <ENTER> key for the Lookup screen.                                                                                                                             |
| *Prepared By             | 10 alphanumeric characters                                | Enter the Logon ID of the person who entered the data on this screen, or enter ? and press the <ENTER> key for the Lookup screen.                                                                                                                                      |
| Actual Treatment Cost    | 7 numeric characters                                      | Enter the actual cost of the LBP treatment.                                                                                                                                                                                                                            |



### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-35 LBP Abatement Plan (CMLB) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                        | VALID ENTRIES                                        | DESCRIPTION                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------|
| Date of Actual Treatment                                                                                                                                                                                                                                                                                                                                                          | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | Enter the actual date the treatment was completed. |
| <i>To record the lead-based paint addendum for the property displayed, press the &lt;ENTER&gt; key.</i>                                                                                                                                                                                                                                                                           |                                                      |                                                    |
| <b>Result:</b> <i>System displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i> <ul style="list-style-type: none"><li>• <i>add another addendum for another property or case in the SAMS active property inventory, or</i></li><li>• <i>exit this screen.</i></li></ul> |                                                      |                                                    |

## Before You Begin

The LBP Test Results Maintenance (CML1) data screen, illustrated in Figure 3-40, allows authorized HOC Office (M&M) staff to record elevated blood level test results for lead-based paint when there are children indicated by the Child < 7 data field of the Offer Accepted (CMOA) screen, illustrated and described under **Offer Acceptance (CMOA) Screen**.

Gather this information before using the LBP Test Results Maintenance (CML1) screen:

- Lead-Based Paint (LBP) Addendum
- Medical lab report

```

S A M S 07/05/02
SCREEN: SCML1_ CML1 LBP TEST RESULTS MAINTENANCE 10:48:13 EST

NEXT CASE NUMBER: _ _ _ _ _ CONTRACT NUMBER: _ _ _ _ _ TEST RESULT NUMBER: 00

CHILDREN UNDER SEVEN
 TEST DATE AGE NEGATIVE
 RESULT OF OF TEST PSTU
OPT NUM TEST CHILD SCORE FLAG

CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

### Figure 3-40 LBP Test Results Maintenance (SCML1) Screen

### Data Screen Options

On the LBP Test Results Maintenance (CML1) screen:

- To perform **summary** maintenance test results for children under the age of seven, enter *SCML1* in the Screen field and press the **<F2>** key.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-36 LBP Test Results Maintenance (CML1) Procedure Table to add, modify, or delete data on test results for elevated blood levels (EBL):

**Table 3-36 LBP Test Results Maintenance (CML1) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | VALID ENTRIES                                                                      | DESCRIPTION                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 9 numeric characters                                                               | <b>[REQUIRED]</b> Enter the Case Number.                                                                                                                                                                          |
| Contract Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1-5 numeric characters                                                             | Enter the contract number.                                                                                                                                                                                        |
| Test Result Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 numeric characters                                                               | Enter the number of the test result.                                                                                                                                                                              |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i>                                                                                                                                                                                                                                                                                                                                             |                                                                                    |                                                                                                                                                                                                                   |
| [Address]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                | System-generated street, city, county, state, and ZIP code based on the case selected; display only.                                                                                                              |
| Children Under Seven                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                                                                | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b><br>this field indicates the number of resident children under seven years of age. |
| Opt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1 alphabetic character<br><b>A</b> = Add<br><b>M</b> = Modify<br><b>D</b> = Delete | Enter <i>A</i> to add, <i>M</i> to modify, or <i>D</i> to delete data on test results.                                                                                                                            |
| Test Result Num                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2 numeric characters                                                               | Enter the number of the test result from the medical lab report.                                                                                                                                                  |
| Date of Test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 8 alphanumeric characters<br><b>Format: mm/dd/yy</b>                               | Enter the date the test was given.                                                                                                                                                                                |
| Child                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30 alphanumeric characters                                                         | Enter the name of the child.                                                                                                                                                                                      |
| Age of Child                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 numeric character                                                                | Enter the age of the child. The system allows only ages zero to six.                                                                                                                                              |
| Test Score                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3 numeric characters                                                               | Enter the EBL test score.                                                                                                                                                                                         |
| Negative Pstv Flag                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 alphabetic character<br><b>N</b> = Negative<br><b>P</b> = Positive               | Enter <i>N</i> for negative EBLs, or <i>P</i> for positive EBLs from the medical lab report.                                                                                                                      |
| To record the lead-based paint results for the property displayed, press the <ENTER> key.<br><br><b>Result:</b> <i>System displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i> <ul style="list-style-type: none"><li>• <i>record the lead-based paint results of another property or case in the SAMS active property inventory</i></li><li>• <i>exit this screen</i></li></ul> |                                                                                    |                                                                                                                                                                                                                   |

### 3.4 - Dispose of Property Case Management Tasks (continued)

#### Sales Extension Request (CMEC) Screen

The Sales Extension Request (CMEC) data screen, illustrated in Figure 3-41, for a specified case(s) in step 8 or step 9 allows authorized HOC Area (M&M) staff to:

- Extend the closing date
- Record the reasons for the extension
- Waive the permit fee
- Establish the cost of the extension fee
- View sales extension information for cancelled and active sales contracts regardless of the current step of the case.
- View sales extensions for closed cases

#### *Before You Begin*

Gather this information before using the Title Evidence Extension (CMEX) screen:

- the extension request

```

 S A M S 03/04/04
SCREEN: QCMEC_ CMEC SALES EXTENSION REQUEST QUERY 12:00:16 EST

NEXT CASE NUMBER: _
CONTRACT NUMBER: _ EXTENSION NUMBER: _

CONTRACT NUMBER STATUS

PURCHASER
BID AMOUNT

 PREV
 SCHED NUM SCHED EXTEN FEE TOTAL
 CLOSING OF CLOSING FEE PER FEE
 DATE DAYS DATE WAIVED DAY AMOUNT
EXTEN *EXTEN
OPT NUM REASON

 GOTO CMH1 SCREEN _ GOTO REMARKS _
CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

Figure 3-41 Sales Extension Request (QCMEC) Query Screen

### 3.4 - Dispose of Property Case Management Tasks (continued)

#### Data Screen Options

On the Sales Extension Request (CMEC) screen:

- To **locate (query)** a sales extension request, enter *QCMEC* in the Screen field and press the <F2> key. This option allows the user to locate (query) all contracts for a case. Enter the current contract number, and the system generates an *A* in the Status field. Enter previously canceled contracts, and the system generates a *C* (which means canceled) in the Status field.
- To **add** a sales extension request, enter *ACMEC* in the Screen field and press the <F2> key. This option allows the user to view the active contract on a case. A status of *A* for active is generated in the Status field.
- To **locate (query)** or **add** a sales extension request, enter an *X* in the GOTO Sales Extension field on the HUD 1(CMH1) screen, illustrated and described under **HUD 1 (CMH1/ CMH2) Screens**, and press the <F2> key.

**Procedure Table** Follow the instructions on Table 3-37 Sales Extension Request (CMEC) Procedure Table to find or add a sales extension:

**Table 3-37 Sales Extension Request (CMEC) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                                                      | DESCRIPTION                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                | 9 numeric characters                                                               | <b>[REQUIRED]</b> Enter the Case Number. Press the <F2> key for the system to generate specified data fields.                                                                                                            |
| Contract Number                                                                                                                                 | 5 numeric characters                                                               | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> . In <i>query</i> mode, enter Bid Receipt Number.                                        |
| Extension Number                                                                                                                                | 1 numeric character                                                                | Enter the Extension Number. This is a page able data field and can have up to nine extensions listed.                                                                                                                    |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                                                    |                                                                                                                                                                                                                          |
| Contract Number                                                                                                                                 | N/A                                                                                | (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b>                                                                                                                                     |
| Status                                                                                                                                          | N/A                                                                                | System-generated; display only in the <i>modify</i> and <i>query</i> modes. The field not displayed in other modes.                                                                                                      |
| [Address]                                                                                                                                       | N/A                                                                                | System-generated street, city, county, state, and ZIP code based on the case selected; display only.                                                                                                                     |
| To enter data on detail lines in <b>add</b> mode, press the <ENTER> key.                                                                        |                                                                                    |                                                                                                                                                                                                                          |
| Purchaser                                                                                                                                       |                                                                                    | System-generated based on the case selected.                                                                                                                                                                             |
|                                                                                                                                                 | N/A                                                                                | System-generated based on the case selected.                                                                                                                                                                             |
| Opt                                                                                                                                             | 1 alphabetic character<br><b>A</b> = Add<br><b>M</b> = Modify<br><b>D</b> = Delete | Enter <i>A</i> to <b>add</b> , <i>M</i> to <b>modify</b> , or <i>D</i> to <b>delete</b> a sales extension request.<br><br><b>Note:</b> <i>The system allows only the last sales extension to be modified or deleted.</i> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-37 Sales Extension Request (CMEC) Procedure Table, continued**

| DATA FIELD              | VALID ENTRIES                                             | DESCRIPTION                                                                                                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exten Num               | N/A                                                       | display only.                                                                                                                                                                                                                                               |
| *Exten Reason           | 1 alphabetic characters                                   | <b>[REQUIRED]</b> Enter the extension reason, or enter ? and press the <ENTER> key for the Lookup screen.                                                                                                                                                   |
| Prev Sched Closing Date | N/A                                                       | System-generated after the screen is committed. This field displays the previous scheduled closing date.                                                                                                                                                    |
| Num of Days             |                                                           | System-generated after the screen is committed. This field displays a date that is 15 days after the previous closing date.                                                                                                                                 |
| Sched Closing Date      | 8 alphanumeric characters<br><b>Format: mm/dd/yy</b>      | can be modified. This field displays the scheduled closing date. A new value can be entered in this field. Value must be blank for the system to calculate using the <u>Num of Days</u> entry.                                                              |
| Exten Fee Waived        | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | <b>[REQUIRED]</b> Enter <i>Y</i> if the extension fee is waived, or <i>N</i> if it is not.                                                                                                                                                                  |
|                         | 5 numeric characters                                      | <b>[REQUIRED]</b> System-generated extension fee dollar rate per day, can be overridden.                                                                                                                                                                    |
| Total Fee Amount        | N/A                                                       | System-generated calculation based on:<br><u>Total Fee Amount</u> = <u>Num of Days</u> x <u>Fee Per Day</u> .                                                                                                                                               |
| GOTO CMH1 Screen        | 1 alphabetic character<br><b>X</b>                        | Enter <b>X</b> to route to the HUD 1 (CMH1) screen. Refer to the HUD 1 (CMH1/ CMH2) Screens section<br><i>Note: Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO Remarks</u> field, no entry is allowed in this field.</i> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-37 Sales Extension Request (CMEC) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VALID ENTRIES                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GOTO Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 alphabetic character<br><b>X</b> | Enter <b>X</b> to add or review a remark about a property.<br><br><b>Result:</b> <i>The system displays the Property Remark (CMPR) screen to add additional remarks or comments about the property. Refer to the <b>Property Remark (CMPR) GOTO Screen</b> section.</i><br><br><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an X is entered in the <u>GOTO the CMH1 Screen</u> field, no entry is allowed in this field.</i> |
| <i>To record a sales extension for the property displayed, press the &lt;ENTER&gt; key.</i><br><br><b>Result:</b> <i>System displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i> <ul style="list-style-type: none"><li>• <i>record another sales extension for the property or case in the SAMS active property inventory, or</i></li><li>• <i>exit this screen.</i></li></ul> |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

#### **Sales Cancellation (CMSC) Screen**

The Sales Cancellation (CMSC) data screen, illustrated in Figure 3-42, allows authorized HOC Area (M&M) staff to cancel a contract and to document the reason for the cancellation and the amount of the forfeited earnest money, if applicable. This screen can be used to cancel a sales record so that the sale can be re-entered on the Offer Acceptance (CMOA) screen, illustrated and described under **Offer Acceptance (CMOA) Screen** when the sale needs to be changed from an OND/TND sale.

After canceling the sale the user may:

- Accept a back-up offer after routing to the Offer Acceptance (CMOA) screen, illustrated and described under **Offer Acceptance (CMOA) Screen**, to enter the offer for the case that has been moved to step 7.
- Move the case back to step 2 (Property Appraisal) for review and preparation of a new DP. The current DP will be canceled and the case remains in step 2 until GeoCoded.
- Return the case to step 5 (Ready to List) to prepare to advertise for sale.

#### **Note**

If data modifications (i.e., new Future List Date) are required as a result of the cancellation, you will receive informative messages at the bottom of the screen.

#### *Before You Begin*

Gather this information before using the Sales Cancellation (CMSC) screen:

- Sales contract
- New sales contract, if applicable
- Notification of canceled sale



### 3.4 - Dispose of Property Case Management Tasks (continued)

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|                                                    |                             |              |
|----------------------------------------------------|-----------------------------|--------------|
| S A M S                                            |                             | 07/25/02     |
| SCREEN: ACMSC_                                     | CMSC SALES CANCELLATION ADD | 10:08:58 EST |
| NEXT CASE NUMBER: _ _ _ _                          | CONTRACT NUMBER:            |              |
| CASE NUMBER                                        |                             |              |
| PURCHASER                                          |                             |              |
| CONTRACT NUMBER                                    |                             |              |
| DATE SALE CANCELED:                                |                             |              |
| *SALE CANCELLATION REASON CODE:                    |                             |              |
| SALES PRICE ON CANCELED CONTRACT                   |                             |              |
| EARNEST MONEY ON CANCELED CONTRACT                 |                             |              |
| EARNEST MONEY FORFEITED ON CANCELED CONTRACT:      |                             | 0.00         |
| BACK-UP OFFER ACCEPTED:                            |                             | N            |
| STEP TO RETURN TO:                                 |                             | 00           |
| CASE HUD OFFICE PREFIX IS REQUIRED                 |                             |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR |                             |              |

**Figure 3-42 Sales Cancellation (ACMSC) Add Screen**

#### *Data Screen Options*

On the Sales Cancellation (CMSC) screen:

- To **locate (query)** a case that has been canceled, enter *QCMSC* in the Screen field and press the <F2> key.
- To **add** a cancellation to a sales offer, enter *ACMSC* in the Screen field and press the <F2> key.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-38 Sales Cancellation (CMSC) Procedure Table to cancel the sale for a property:

**Table 3-38 Sales Cancellation (CMSC) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                                                                | 9 numeric characters                                 | <b>[REQUIRED]</b> Enter the Case Number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Contract Number                                                                                                                                 | 5 numeric characters                                 | In the <i>query</i> mode, enter the Contract Number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Case Number                                                                                                                                     | 9 numeric characters                                 | System-generated based on the entry in the <u>Next Case Number</u> field; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| [Address]                                                                                                                                       | N/A                                                  | System-generated street, city, county, state, and ZIP code based on the case selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Purchaser                                                                                                                                       | N/A                                                  | EIN/FIN Business Organization) or SSN (Individual) entered on the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> selected. The entry in this field indicates the business name (for EIN/FINs) or individual name (for SSNs) of the purchaser indicated on the Offer Acceptance (CMOA) screen.                                                                                                                                                                                 |
| Contract Number                                                                                                                                 | N/A                                                  | System-generated; displays the current contract number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Date Sale Canceled                                                                                                                              | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | In the <i>add</i> mode, enter the date the sale is canceled. The system modifies the active bid receipt number, sets the status to C (Cancelled), and changes the bid receipt number accepted flag to N (No).<br><br>The value in this field can be modified if the sale cancellation date is prior to the current system date. The date must fall after the acceptance date on the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> .<br>System-generated current system date. |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-38 Sales Cancellation (CMSC) Procedure Table, continued**

| DATA FIELD                                   | VALID ENTRIES                                                                                                | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Sale Cancellation Reason Code               | 2 alphabetic characters                                                                                      | <b>[REQUIRED]</b> Enter the code that describes the reason for cancellation, or enter ? and press the <ENTER> key for the Lookup screen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sales Price on Canceled Contract             | N/A                                                                                                          | System-generated dollar amount of the sales contract being canceled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Earnest Money on Canceled Contract           | N/A                                                                                                          | money deposit relevant to the case based on the information in the <u>Earnest Money Forfeited on Canceled Contract</u> field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Earnest Money Forfeited on Canceled Contract | 10 numeric characters                                                                                        | Enter the dollar amount of the earnest money to be forfeited by the purchaser. This must not be greater than the earnest money on the contract. This field can be edited in the <i>modify</i> mode.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                              |                                                                                                              | money deposit relevant to the cancelled case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Back-up Offer Accepted                       | 1 alphabetic character<br><b>Y</b> = Yes, Backup Offer Accepted<br><b>N</b> = No, Back-up Offer Not Accepted | Enter a Y in this field if a back-up offer is accepted: <ul style="list-style-type: none"> <li>The case returns to step 6 and the user is routed to the <i>add</i> mode of the Preliminary Acceptance (CMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b>.</li> <li>The user is routed to the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b>.</li> </ul> <p>The entry in this field can be changed in the <i>modify</i> mode.</p>                                                                                                                     |
|                                              |                                                                                                              | System generated; default is N to reflect that no back-up offer was made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Step to Return to                            | 2 numeric characters                                                                                         | <b>[REQUIRED]</b> Enter the DP step number to which the case is being returned, either step 2 or step 5. <p><b>Note:</b> For Direct Sales the only value allowed in this field is return to step 2.</p> <p><b>Note:</b> This field is used for processing in the <i>add</i> mode and the prior step number is not retained in SAMS, access the Case Step History (LSCS) screen, illustrated and described under <b>Case Step History Screen (LSCS) Screen</b>, to determine to which step the case was returned.</p> <p>Refer Table 3-39 Step to Return To for additional information.</p> <p>This field is protected in the <i>query</i> mode.</p> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-38 Sales Cancellation (CMSC) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                           | VALID ENTRIES | DESCRIPTION |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| <i>To cancel the sale of the property displayed, press the &lt;ENTER&gt; key.</i>                                                                                                                                                                                                                                                                    |               |             |
| <b>Result:</b> <i>System displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i> <ul style="list-style-type: none"><li>cancel the sale of another property or case in the SAMS active property inventory</li><li>exit this screen</li></ul> |               |             |

**Table 3-39 Step to Return To**

| RETURN TO | STATUS | ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 2    |        | <ul style="list-style-type: none"><li>the Revitalization Flag is set to blank</li><li>the Date is set to blank</li><li>the case remains in step 2 until the case is GeoCoded</li><li>any sales incentives with an Incentive Used Flag entry of Y (Yes) or blank (for the current disposition program) is set to N (No)</li><li>the pending List for Sale record is deleted</li><li>the associated Disposition Program is cancelled</li><li>the Pending List Flag is set to N (No)</li></ul> |
| Step 5    |        | <ul style="list-style-type: none"><li>if the case was previously listed and has a pending disposition program with a Ready to List flag of Y (Yes) and an Accept at Previous List Flag of Y (Yes), the case will be returned to step 6 with a message informing the user of the move to step 6 and the requirement for a new List Date (refer to Step 6)</li></ul>                                                                                                                          |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-39 Step to Return To, continued**

| RETURN TO             | STATUS                                                                                                                                                                                                                                                                             | ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 5<br>(continued) |                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• if the case was previously listed and has a pending disposition program with the Ready to List Flag of n (No) and the Accept at Previous List is Y (Yes), a message displays informing the user that the case will be moved to step 6 and requiring the user to process the DP through the add mode of the Ready to List (CMRL) screen, illustrated and described under <b>Ready to List (CMRL) Screen</b></li> <li>• if the case was listed previously and has a pending disposition with the Ready to List Flag of Y (Yes) and an Accept at Previous List Flag of N (No), the case returns to step 5 and the Revitalization Flag remains the same as it was before the cancellation</li> <li>• the entry in the Incentive Used Flag field for all sales incentives for the current disposition are set to blank</li> </ul> |
| Step 6                | <ul style="list-style-type: none"> <li>• the Step to Return To is 5</li> <li>• the case was previously listed</li> <li>• the case has a pending disposition program</li> <li>• the Ready to List Flag is Y (Yes)</li> <li>• the Accept at Previous List Flag is Y (Yes)</li> </ul> | <ul style="list-style-type: none"> <li>• if the case was previously listed and has a pending disposition program with a Ready to List flag of Y (Yes) and an Accept at Previous List Flag of Y (Yes), a message informing the user that the case is being moved to step 6 and the requirement for a new List Date</li> <li>• the Revitalization Flag remains the same as it was before the cancellation</li> <li>• the case is returned to step 6 and the Pending List Flag is set to Y (Yes)</li> <li>• the entry in the Incentive Used Flag field for all sales incentives for the current disposition are set to blank</li> </ul>                                                                                                                                                                                                                                  |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-39 Step to Return To, continued**

| RETURN TO             | STATUS                                                                                                                                                                                                                                                             | ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 6<br>(continued) | <ul style="list-style-type: none"> <li>the Step to Return To is 5</li> <li>the case was previously listed</li> <li>the case has a pending disposition program</li> <li>the Ready to List Flag is N (No)</li> <li>the Accept at Previous List is Y (Yes)</li> </ul> | <ul style="list-style-type: none"> <li>a message requesting a new List Date displays</li> <li>the user enters the new List Date on the List for Sale by Step 5 (CML5), List for Sale by Sales Type (CMLT), or List for Sale by Special Code (CMLP) screens.</li> <li>the List for Sale Date is updated (based on entry on the List for Sale by Step 5 (CML5), List for Sale by Sales Type (CMLT), or List for Sale by Special Code (CMLP) screens</li> <li>the future list date is deleted</li> <li>Note: The List for Sale by Step 5 (CML5), List for Sale by Sales Type (CMLT), or List for Sale by Special Code (CMLP) screens are illustrated and described under <b>List for Sale by Step 5 (CML5) Screen, List for Sale by Sales Type (CMLT) Screen, and List for Sale by Special Code (CMLP) Screen</b>, respectively.</li> <li>the case is returned to Step 6</li> <li>the Pending List Flag is set to N (No)</li> <li>user must go to the Ready to List (CMRL) screen, illustrated and described under <b>Ready to List (CMRL) Screen</b>, to continue to process the case</li> </ul> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-39 Step to Return To, continued**

| <b>RETURN TO</b> | <b>STATUS</b>                                                                                                                                                                                                                                                    | <b>ACTIONS</b>                                                                                                                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 5           | <ul style="list-style-type: none"><li>the Step to Return To is 5</li><li>the case was previously listed</li><li>the case has a pending disposition program</li><li>if the Ready to List Flag is Y (Yes) and the Accept at Previous List Flag is N (No)</li></ul> | <ul style="list-style-type: none"><li>the case is returned to step 5</li></ul>                                                                                                                                                                                            |
| Step 7           | <ul style="list-style-type: none"><li>the case has a pending list</li><li>the user enters a Back Up Offer Accepted</li></ul>                                                                                                                                     | <ul style="list-style-type: none"><li>the case returns to Step 7</li><li>the Current Case Step is set to 7</li><li>the Pending List Flag remains Y (Yes)</li><li>the Step 7/8 flag is set to Y (Yes)</li></ul>                                                            |
| Step 6           |                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"><li>the Revitalization Flag remains the same as it was before the cancellation</li><li>the entry in the Incentive Used Flag field for all sales incentives for the current disposition are set to blank</li></ul>                       |
| Step 6           | <ul style="list-style-type: none"><li>user sets Back-Up Offer Accepted to Y (Yes)</li></ul>                                                                                                                                                                      | <ul style="list-style-type: none"><li>Case returns to step 6</li><li>user is routed to the add mode of the Preliminary Acceptance (ACMPA) screen, illustrated and described under <b>Preliminary Acceptance (CMPA) Screen</b>, to enter a new Preliminary Offer</li></ul> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **HUD 1 (CMH1/ CMH2) Screens**

The HUD 1 Page 1 (CMH1) data screen, illustrated in Figure 3-43, and the HUD 1 Page 2 (CMH2) data screen, illustrated in Figure 3-44, allow authorized HOC Area (M&M) staff to enter information from the Form HUD-1, Settlement Statement, into the system.

Once the HUD-1 form is reconciled, liquidating amounts are posted to the appropriate accounting events.

#### *Before You Begin*

Gather this information before using the HUD 1 (CMH1) screens:

- Form HUD-1, Settlement Statement
- Identification number for a case in step 8 with an updated Incentive Used flag on the Disposition Program Sales Incentive (CMSI) screen, illustrated and described in detail under **Disposition Program Sales Incentive (CMSI) GOTO Screen**.

#### **Note**

If any broker incentives (Incentive Used flag = Y for Yes and Incentive Class – BR for Broker) are applicable to the case, the sum of the maximum amounts of broker incentives will be populated on Line 704: Broker Bonus. This amount may be modified as needed. If any Purchaser incentives (Incentive Used flag = Y for Yes and Incentive Class = PU for Purchaser) apply to the case, the amount will need to be entered in the 507. Sales Discount and 1304. Purchaser Allowance fields. The system does not automatically populate Purchaser incentives.



### 3.4 - Dispose of Property Case Management Tasks (continued)

|                                                    |                       |                          |
|----------------------------------------------------|-----------------------|--------------------------|
| S A M S                                            |                       | 02/12/04                 |
| SCREEN: QCMH1_                                     | CMH1 HUD 1 QUERY      | 16:04:34 EST             |
| NEXT CASE NUMBER: 548 283205                       |                       |                          |
| CASE NUMBER                                        | 548 283205            | 2110 - #301 HIGHCOURT LN |
| CONTRACT NUMBER                                    | 2                     | HERNDON, VA 20170 0000   |
| DATE RECEIVED: 01/22/02                            | DATE CLOSED: 01/17/02 | DATE RECONCILED 01/23/02 |
| FINANCE TYPE: UI                                   | OPTIONAL FIELD        |                          |
| 401. CONTRACT SALE PRICE: \$153,000.00             |                       |                          |
| 404. EXTENSION FEE \$1,125.00                      |                       |                          |
| 405. RENT:                                         |                       |                          |
| 406. CITY/TOWN TAXES:                              |                       |                          |
| 407. COUNTY TAXES:                                 |                       |                          |
| 408. ASSESSMENTS: \$93.43                          |                       |                          |
| 409. ALL OTHER TAXES DUE:                          |                       |                          |
| 410. OTHER AMT DUE HUD:                            |                       |                          |
| 411. OTHER AMT DUE HUD:                            |                       |                          |
| 412. CONDO/HOA FEE:                                |                       |                          |
| 420. GROSS AMT DUE HUD: \$154,218.43               |                       |                          |
| ----- REDUCTIONS IN AMOUNT DUE HUD -----           |                       |                          |
| 501. EM DEPOSIT                                    |                       |                          |
| 502. SETLMT CHRGS TO HUD: \$13,101.20              |                       |                          |
| 503. NOTE RECD - SELLER:                           |                       |                          |
| 506. EXTEN FEE REFUND: \$275.00                    |                       |                          |
| 507. SALES DISCOUNT:                               |                       |                          |
| 508. UTILITY ESCROW:                               |                       |                          |
| 509. REPAIR ESCROW:                                |                       |                          |
| 510. CITY/TOWN TAXES:                              |                       |                          |
| GO TO SALES EXTENSION: _                           |                       |                          |
| NEXT PAGE: _                                       |                       |                          |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR |                       |                          |

Figure 3-43 HUD 1 (ACMH1) Add Screen

#### Data Screen Options

On the HUD 1 (CMH1) screen:

- To **locate (query)** information from the HUD-1, enter *QCMH1* in the Screen field and press the <F2> key. Case must be in step 9 or 10.
- To **add** information from the HUD-1, enter *ACMH1* in the Screen field and press the <F2> key. The case must be in step 8 before adding information to the HUD-1.
- To **modify** information from the HUD-1, enter *MCMH1* in the Screen field and press the <F2> key. The data fields may be modified only when the HUD-1 is in step 9.
- To **delete** information from the HUD-1, enter *DCMH1* in the Screen field and press the <F2> key. The case must be in step 9, and will be moved to step 8.
- To **update** information from the HUD-1, enter *UCMH1* in the Screen field and press the <F2> key. The data field updates occur only if the case has moved to step 10. The data fields Date Received, Date Closed, Finance Type, and Optional can be updated.

#### Note

In **query** and **undo** modes, the record displays regardless of the status (active, inactive) of the Selling Broker NAID or Closing Agent NAID. For lessee NAID, the lease is terminated automatically when the property is sold.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-40 HUD 1 (CMH1) Procedure Table to find, add, modify, or delete a Form HUD-1, Settlement Statement for a sold property:

**Table 3-40 HUD 1 (CMH1) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                                        | DESCRIPTION                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                            | 9 numeric characters                                 | <b>[REQUIRED]</b> Enter the Case Number.                                                                                                                                                                        |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                                                      |                                                                                                                                                                                                                 |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                      |                                                                                                                                                                                                                 |
| Case Number                                                                                                 | N/A                                                  | System-generated based on the entry in the <u>Next Case Number</u> data field.                                                                                                                                  |
| [Address]                                                                                                   | N/A                                                  | System-generated street, city, county, state, and ZIP code based on the case selected; display only.                                                                                                            |
| Contract Number                                                                                             | N/A                                                  | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b>                                                                                 |
| [Unit Number]                                                                                               | N/A                                                  | The unit number information displays on this screen only if a unit number was entered on the Case Definition (CMC1) screen, illustrated and described in detail under <b>Case Definition (CMC1) Screen</b>      |
| [City, State, Zip Code]                                                                                     | N/A                                                  | System-generated based on the case selected; display only.                                                                                                                                                      |
| Date Received                                                                                               | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b> | <b>[REQUIRED]</b> Enter the date that the closing package was received in the HOC Office (M&M). System-edited; must not exceed the current date and the date must be equal to or greater than the closing date. |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-40 HUD 1 (CMH1) Procedure Table, continued**

| DATA FIELD      | VALID ENTRIES                                                                                                                           | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Closed     | 8 alphanumeric characters<br>Format: <b>mm/dd/yy</b>                                                                                    | <p><b>[REQUIRED]</b> Enter the actual closing date as recorded on the I block, labeled Settlement Date, on the HUD-1.</p> <p><i>Note:</i> In the <b>add</b>, <b>modify</b>, and <b>update</b> modes, the entry in the <u>Date Closed</u> field <b>must</b> be equal to or greater than the entry in the <u>Date Acquired</u> field.</p> <p><i>Note:</i> In the <b>modify</b> mode, the entry in this field <b>cannot</b> be changed to a date greater than the entry in the <u>Date Reconciled</u> field.</p> <p><i>Note:</i> The entry in this field <b>cannot</b> be greater than the closing date on the Offer Acceptance (CMOA) screen, described and illustrated under <b>Offer Acceptance (CMOA) Screen</b>. If there is a sales extension closing date, the date cannot be greater than the last sales extension date.</p> <p><i>Note:</i> In the <b>add</b>, <b>modify</b>, and <b>update</b> modes, the entry in this field must be equal to or greater than the <u>Offer Accepted Date</u>.</p> <p><i>Note:</i> The entry in this field is used in determining whether a potential Owner/Occupant purchaser acquired a property in the previous two (2) years as an owner/occupant purchaser.</p> |
| Date Reconciled | 8 alphanumeric characters                                                                                                               | System-generated based on the date the selected case moved to step 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Finance Type    | 2 alphabetic characters<br><b>IN</b> = Insured<br><b>UI</b> = Uninsured<br><b>AK</b> = 203K Loan<br><b>PM</b> = Purchase Money Mortgage | <b>[REQUIRED]</b> Enter appropriate finance type code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-40 HUD 1 (CMH1) Procedure Table, continued**

| DATA FIELD               | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional Field           | 5 alphanumeric characters                          | This is an optional field for additional information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 401. Contract Sale Price | N/A                                                | <p>System-generated; display only. The entry in this field is calculated as:<br/> <math>\text{Bid Amount} - (\text{Sales Discount Amount} - \text{Finance/Closing Cost} - \text{Selling Broker Fee}) = 401. \text{ Contract Sale Price}</math></p> <p>screen. It must be modified on the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b></p> <p>For the Line 401 Contract Sales Price entry:</p> <ul style="list-style-type: none"> <li>If the <u>Sales Discount %</u> and <u>Discount Amount</u> = 0, the Line 401 Contract Sale Price is the <u>Net Bid</u> amount and the Offer Acceptance (CMOA) screen.</li> <li>If the <u>Sales Discount %</u> and <u>Discount Amount</u> are greater than 0, subtract the <u>Discount Amount</u> from the <u>Net Bid</u> amount from the Offer Acceptance (CMOA) screen to derive the Line 401 Contract Sale Price.</li> </ul> <p><b>Note:</b> <i>This calculation will exclude <u>Listing Broker Fee</u> if one is entered.</i></p> |
| 404. Extension Fee       |                                                    | System-generated from the Sales Extension Request (CMCE) screen, illustrated and described under <b>Sales Extension Request (CMCE) Screen</b> , but can be modified if the case is not in step 10. The extension fee can be changed to zero.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 405. Rent                | 11 alphanumeric characters<br>Format: \$###,###.## | <p>Enter the amount of rent paid to HUD.</p> <p><b>Note:</b> <i>If an amount is entered in this field, the system verifies that a lease exists and posts the rent amount to the correct post code journal entry detail. This ensures that when a case reconciles the correct post code is used for rent receivable liquidating journal entries.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 406. City/Town Taxes     | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of prepaid city/town taxes paid by HUD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 407. County Taxes        | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of prepaid county taxes paid by HUD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-40 HUD 1 (CMH1) Procedure Table, continued**

| DATA FIELD                          | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                                               |
|-------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 408. Assessments                    | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of prepaid assessments paid by HUD.                                                                                                                                                                      |
| 409. All Other Taxes Due            | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of other taxes paid by HUD.                                                                                                                                                                              |
| 410. Other Amt Due HUD              | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the other amounts due HUD.                                                                                                                                                                                          |
| 411. Other Amt Due HUD              | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the other amounts due by HUD.                                                                                                                                                                                       |
| 412. Condo/HOA fee                  | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of the condo/HOA fee paid by HUD.                                                                                                                                                                        |
| 420. Gross Amt Due HUD              | 12 alphanumeric characters<br>Format: \$###,###.## | Enter the gross amount due HUD. The system checks to ensure that all amounts due HUD are equal to the amount shown on this line (sum of 401 through 412 = 420).                                                           |
| <b>REDUCTIONS IN AMOUNT DUE HUD</b> |                                                    |                                                                                                                                                                                                                           |
| 501. EM Deposit                     | 8 numeric characters                               | Enter the amount of earnest money deposit.<br><br><i>Note: In <b>add</b> and <b>modify</b> modes, negative earnest money is subtracted from the journal entry amount, only if the amount due to HUD is positive.</i>      |
| 502. Setlmt Chrgs to HUD            | 8 numeric characters                               | Enter the amount of settlement charges to HUD. This fee must be greater than or equal to the sum of the <u>703. Broker Commission</u> , the <u>704. Broker Bonus</u> , and the <u>1101. HUD Closing Agent Fee</u> fields. |
| 503. Note Recd - Seller             | 8 numeric characters                               | Enter the amount of the mortgage note accepted by HUD. This refers to the purchase money mortgage (PMM).<br><br><i>Note: Do not enter any other type of financial transaction in this field.</i>                          |
| 506. Exten Fee Refund               | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of the extension fee that will be refunded, if any.                                                                                                                                                      |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-40 HUD 1 (CMH1) Procedure Table, continued**

| DATA FIELD           | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 507. Sales Discount  | 11 alphanumeric characters<br>Format: \$###,###.## | <p>Enter the amount of the authorized allowances including the early closing bonus, the cash rebate, the home buyer protection plan, the home owner association allowance, and the move-in or moving expense allowance.</p> <p><b>Note:</b> <i>In the add mode, the system populates this field for discounted sales with the entry in the <u>Disc Amt</u> field on the Offer Acceptance (CMOA) screen, described and illustrated under <b>Offer Acceptance (CMOA) Screen</b></i></p> <p><b>Note:</b> <i>If the <u>Incentive Used</u> flag on the Disposition Program Sales Incentive (CMSI) screen, illustrated and described under <b>Disposition Program Sales Incentive (CMSI) GOTO Screen</b>, is Y (Yes), the sum of the maximum amounts of incentives with a class of PU (Purchaser Bonus) must be entered in this field. The amount is <b>not</b> automatically generated by the system.</i></p> <p><b>Note:</b> <i>This field is protected in the <b>add</b> and <b>modify</b> modes.</i></p> |
|                      |                                                    | System-generated; when the HUD-1 information is entered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 508. Utility Escrow  | 11 alphanumeric characters<br>Format: \$###,###.## | <p>Enter the amount placed in escrow for unpaid utility bills.</p> <p><b>Note:</b> <i>Negative values are <b>not</b> allowed.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 509. Repair Escrow   | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount placed in escrow for approved repairs to the property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 510. City/Town Taxes | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of unpaid city/town taxes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| GOTO Sales Extension | 1 alphabetic character<br><b>X</b>                 | <p>Enter <b>X</b> to route to the Sales Extension Request (CMEC) screen, described and illustrated under <b>Sales Extension Request (CMEC) Screen</b>.</p> <p><b>Note:</b> <i>Only one option can be selected at a time. If an X is entered in the <u>Next Page</u> field, no entry is allowed in this field.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | VALID ENTRIES                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 alphabetic character<br><b>X</b> | <p>If in the <b>query</b> mode, enter <b>X</b> to display the second page or screen of the Form HUD-1, <i>Settlement Statement</i>. If in the <b>add or modify</b> modes, the system will automatically route you to the second screen.</p> <p><b>Result:</b> <i>The system displays the HUD 1 Page 2 (CMH2) screen, illustrated in Figure 3-44 and described in Table 3-41.</i></p> <p><b>Note:</b> <i>Only one option can be selected at a time. If an X is entered in the <u>GOTO Sales Extension</u> field, this field must be blank.</i></p> |
| <p>After adding, modifying, or viewing information on this screen, press the &lt;<b>ENTER</b>&gt; key.</p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message and:</i></p> <ul style="list-style-type: none"><li>• <i>Displays the Sales Extension Request (CMEC) screen, described and illustrated under <b>Sales Extension Request (CMEC) Screen</b>, if an X is entered in the <u>GOTO Sales Extension</u> field.</i></li><li>• <i>Displays the HUD 1 Page 2 (CMH2) screen, illustrated and described on the next page, if an X is entered in the <u>Next Page</u> field.</i></li></ul> <p><b>Note:</b> <i>When an X is entered in the <u>Previous Page</u> field and the HUD 1 Page 2 (CMH2) screen, illustrated and described on the next page, this screen is re-displayed with a message informing the user of the current amounts owed to HUD, the amounts received, and the difference between the two.</i></p> <p><b>Note:</b> <i>Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i></p> <ul style="list-style-type: none"><li>• <i>cancel the sale of another property or case in the SAMS active property inventory</i></li><li>• <i>exit this screen</i></li></ul> |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### 3.4 - Dispose of Property Case Management Tasks (continued)

| S A M S                                            |                                      | 02/12/04     |
|----------------------------------------------------|--------------------------------------|--------------|
| SCREEN: QCMH2_                                     | CMH2 HUD 1 PAGE 2 QUERY              | 14:28:13 EST |
| NEXT CASE NUMBER: 548 283205                       | CONTRACT NUMBER: 2                   |              |
| CASE NUMBER 548 283205                             | 2110 - #301 HIGHCOURT LN             |              |
|                                                    | HERNDON, VA 20170 0000               |              |
| 511. COUNTY TAXES: \$69.81                         | 512. ASSESSMENTS:                    |              |
| 513. ALL OTHR UNPAID TAX:                          | 514. PENALTY/INT - HUD:              |              |
| 514. PENALTY/INT MTGEE:                            | 515. OTHER UNPAID ITEM:              |              |
| 516. OTHER UNPAID ITEM:                            | 517. OTHER UNPAID ITEM:              |              |
| 518. OTHER UNPAID ITEM:                            | 519. CONDO/HOA FEE:                  |              |
| 520. TOTL REDUCT DUE HUD: \$13,446.01              |                                      |              |
| 601. GROSS AMNT DUE HUD \$154,218.43               | 602. LESS DEDUCT DUE HUD \$13,446.01 |              |
| 603. CASH AT SETTLEMNT: \$140,772.42               | 603A. SYSTEM TOTAL \$140,772.42      |              |
| 703. BROKER'S COMMISSION: \$5,749.00               | 704. BROKER BONUS:                   |              |
| SELL BRK: EQTYRL3396 FEE: \$5,000.00               | 1304. PURCHASER ALLOWANCE:           |              |
| LIST BRK: JENRLT1676 FEE: \$749.00                 | THIRD PARTY CLOSING FEE: N           |              |
| 1101. CLOSING AGENT FEE: \$250.00                  | RECONCILE WITHIN TOLERANCE: N        |              |
| CLOSING AGENT DHCTTL8921                           |                                      |              |
| GO TO REMARKS: -                                   | PREVIOUS PAGE: -                     |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR |                                      |              |

Figure 3-44 HUD 1 Page 2 (ACMH2) Add Screen

*Procedure Table* Follow the instructions on Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table to view, add, modify, or delete the second page of the Form HUD-1, Settlement Statement for a sold property:

Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table

| DATA FIELD        | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                   |
|-------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number  | N/A                                                | System-generated based on the case selected on the HUD 1 (CMH1) screen; display only.                                                                                                         |
| Contract Number   | N/A                                                | System-generated based on the entries on the HUD 1 (CMH1) screen; display only.                                                                                                               |
| Case Number       | N/A                                                | System-generated based on the entries on the HUD 1 (CMH1) screen; display only.                                                                                                               |
| [Address]         | N/A                                                | System-generated street, city, county, state, and ZIP code based on the entries on the HUD 1 (CMH1) screen; display only.                                                                     |
| [Unit Number]     |                                                    | The unit number information displays only if a unit number was entered on the Case Definition (CMC1) screen, illustrated and described in detail under <b>Case Definition (CMC1) Screen</b> . |
| 511. County Taxes | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of unpaid county taxes.                                                                                                                                                      |
| 512. Assessments  | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of unpaid assessments.                                                                                                                                                       |



### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table, continued**

| DATA FIELD                | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                                                 |
|---------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 513. All Othr Unpaid Tax  | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of other unpaid taxes.<br><i>Note: Negative values are <b>not</b> allowed.</i>                                                                                                                             |
| 514. Penalty/Int-HUD      | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of penalties and interest attributable to HUD for failure to pay taxes on time.<br><i>Note: Negative values are <b>not</b> allowed.</i>                                                                    |
| 514. Penalty/Int-MTGEE    | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of penalty and interest attributable to the mortgagee for failure to pay taxes on time.                                                                                                                    |
| 515. Other Unpaid Item    | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of other items unpaid by HUD.<br><i>Note: Negative values are <b>not</b> allowed.</i>                                                                                                                      |
| 516. Other Unpaid Item    | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of other items unpaid by HUD.<br><i>Note: Negative values are <b>not</b> allowed.</i>                                                                                                                      |
| 517. Other Unpaid Item    | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of other items unpaid by HUD.<br><i>Note: Negative values are <b>not</b> allowed.</i>                                                                                                                      |
| 518. Other Unpaid Item    | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of other items unpaid by HUD.<br><i>Note: Negative values are <b>not</b> allowed.</i>                                                                                                                      |
| 519. Condo/HOA Fee        | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the amount of the condominium/HOA fee unpaid by HUD.                                                                                                                                                                  |
| 520. Total Reduct Due HUD | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the sum of Lines 501 to 519.                                                                                                                                                                                          |
| 601. Gross Amount Due HUD | N/A                                                | System-generated based on Line 420 on the HUD 1 (CMH1) screen.                                                                                                                                                              |
| 602. Less Deduct Due HUD  |                                                    | System-generated when the screen is committed. System validation to ensure that Line 520 is equal to 602.                                                                                                                   |
| 603. Cash At Settlement   | 9 numeric characters                               | Enter the dollar amount of the gross amount less reductions. This figure should match Line 603 of the settlement statement.                                                                                                 |
| 603A. System Total        | N/A                                                | System-generated when the screen is committed. The system calculates the difference between Lines 601 and 602. System validation to ensure that Line 603 is equal to 603A.                                                  |
| 703. Broker's Commission  | N/A                                                | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b><br><i>Note: This entry can only be modified through the Offer Acceptance (CMOA) screen.</i> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table, continued**

| DATA FIELD        | VALID ENTRIES                                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 704. Broker Bonus | 11 alphanumeric characters<br>Format: \$###,###.## | Enter the dollar amount from Line 704 of page 2 of the settlement statement.<br><br><i>Note: If the <u>Incentive Used</u> flag on the <u>Disposition Program Sales Incentive (CMSI)</u> screen, illustrated and described under <b>Disposition Program Sales Incentive (CMSI) GOTO Screen</b>, is Y (Yes), the sum of the maximum amounts of incentives with a class of BR (Broker Bonus) will be populated in this field. The amount may be modified as needed.</i>                                                                                                                                                                       |
| Sell Brk          | N/A                                                | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> protected from updates. In <i>query</i> and <i>undo</i> mode this field displays regardless of the NAID status.                                                                                                                                                                                                                                                                                                                                                                                            |
| Fee               | N/A                                                | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> ; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Allowance         | N/A                                                | In the <i>add</i> , <i>update</i> , and <i>modify</i> modes, enter the amount of the incentive. The purpose of this field is to track purchaser sales incentives.<br><br><i>Note: In <b>add</b> and <b>modify</b> modes the case <b>must</b> have a sales incentive record with an <u>Incentive Used</u> flag equal to Y (Yes) and a <u>Sales Incentive Class</u> of PU (Purchaser) before the system will allow data entry in this field.</i><br><br><i>Note: In <b>update</b> mode (<b>add</b>, <b>modify</b>) the <b>Purchaser Sales Incentive</b> <b>must</b> exist and the <b>Incentives Used</b> flag <b>must</b> equal Y (Yes).</i> |
| List Brk          | N/A                                                | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> . This field is protected from updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                   | N/A                                                | System-generated from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### 3.4 - Dispose of Property Case Management Tasks (continued)

**Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table, continued**

| DATA FIELD                 | VALID ENTRIES                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Third Party Closing Fee    | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | System defaults to <b>N</b> . Enter <b>Y</b> to indicate a third party closing fee.                                                                                                                                                                                                                                                                                                            |
| 1101. Closing Agent Fee    | N/A                                                       | System-generated from the service fee area of the contract. This is a protected field.<br><br><b>Note:</b> <i>In <b>query</b> and <b>undo</b> mode, this field displays regardless of the NAID status.</i>                                                                                                                                                                                     |
| Reconcile Within Tolerance | 1 alphabetic character<br><b>Y</b> = Yes<br><b>N</b> = No | System-generated default is <b>N</b> ; can be modified. Enter <b>Y</b> to indicate a reconciliation within tolerance is permitted.<br><br><b>Note:</b> <i>Current tolerance levels are sales proceeds overpayments of \$1.00 and sales proceeds shortages of \$10.00.</i>                                                                                                                      |
| Closing Agent              | N/A                                                       | System-generated; business name for the business name of the broker from the Offer Acceptance (CMOA) screen, illustrated and described under <b>Offer Acceptance (CMOA) Screen</b> . This field is protected from updates. In <b>query</b> and <b>undo</b> mode this field displays regardless of the NAID status.                                                                             |
| GOTO Remarks               | 1 alphabetic character<br><b>X</b>                        | Enter <b>X</b> to add or review remarks about a property on the Property Remark (CMPR) screen, illustrated and described under <b>Property Remark (CMPR) GOTO Screen</b> .<br><br><b>Note:</b> <i>Only one GOTO option can be selected at a time. If an <b>X</b> is entered in the <u>GOTO Sales Extension</u> field or the <u>Previous Page</u> field, no entry is allowed in this field.</i> |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-41 HUD 1 Page 2 (CMH2) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VALID ENTRIES                      | DESCRIPTION                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Previous Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 alphabetic character<br><b>X</b> | Enter <i>X</i> to return to page 1 of the Form HUD-1.<br><br><b>Note:</b> Only one <i>GOTO</i> option can be selected at a time. If an <i>X</i> is entered in the <u><i>GOTO Remarks</i></u> field or the <u><i>GOTO Sales Extension</i></u> field, no entry is allowed in this field. |
| <p>To record the sale of the property displayed, press the &lt;<b>ENTER</b>&gt; key.</p> <p><b>Result:</b> System displays an appropriate error message or the successful completion message and:</p> <ul style="list-style-type: none"><li>• Displays the Property Remark (CMPR) screen, illustrated and described under <b>Property Remark (CMPR) GOTO Screen</b>, if an <i>X</i> is entered in the <u><i>GOTO Remarks</i></u> field.</li><li>• Displays the Sales Extension Request (CMEC) screen, illustrated and described under <b>Sales Extension Request (CMEC) Screen</b>, if an <i>X</i> is entered in the <u><i>GOTO Sales Extension</i></u> field.</li><li>• Displays the HUD 1 Page 2 (CMH2) screen, illustrated and described on the next page, if an <i>X</i> is entered in the <u><i>Previous Page</i></u> field. The system displays a message informing the user of the current amounts owed to HUD, the amounts received, and the difference between the two.</li></ul> <p><b>Note:</b> In add and <b>modify</b> mode, the system subtracts negative earnest money received on the case <b>only</b> if the amount due HUD is positive. An error message displays if there is negative earnest money received on a case where the amount due to HUD is positive.</p> <p><b>Note:</b> Press the &lt;<b>ENTER</b>&gt; key again to clear any message and before attempting to:</p> <ul style="list-style-type: none"><li>• modify or delete data on page 1 or 2 of the Form HUD-1</li><li>• add another Form HUD-1 for another property that has sold</li><li>• exit this screen</li></ul> |                                    |                                                                                                                                                                                                                                                                                        |

### 3.4 - Dispose of Property Case Management Tasks (continued)

---

#### Purchaser History (CMPU) Screen

*Before You Begin*

The Purchaser History (CMPU) data screen, illustrated Figure 3-45, allows authorized user to view the cases associated with a specific Social Security Number or Federal Identification Number where the status of the Bid Receipt Number is active. The cases are sorted by Case Step.

Gather this information before using the Purchaser History (CMPU) screens:

- SSN for individual or EIN/FIN for business

S A M S 01/30/04 17:51:25 EST

SCREEN: QCMPU\_ CMPU PURCHASER HISTORY QUERY

SSN: \_\_\_\_\_ FIN: \_\_\_\_\_

SSN: \_\_\_\_\_ FIN: \_\_\_\_\_ NAME: \_\_\_\_\_

| SEL | CASE<br>NUMBER | ADDRESS | CASE<br>STEP | O/I/N | OFFER<br>ACCEPTED<br>DATE | DATE<br>CLOSED |
|-----|----------------|---------|--------------|-------|---------------------------|----------------|
|-----|----------------|---------|--------------|-------|---------------------------|----------------|

SSN OR FIN IS REQUIRED

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

Figure 3-45 Purchaser History (QCMPU) Query Screen

*Data Screen Options*

On the Purchaser History (CMPU) screen:

- To **locate (query)** historical case information, enter *QCMPU* in the Screen field and press the <F2> key.

### 3.4 - Dispose of Property Case Management Tasks (continued)

*Procedure Table* Follow the instructions on Table 3-42 Purchaser History (CMPU) Procedure Table to find historical case information for a sold property:

**Table 3-42 Purchaser History (CMPU) Procedure Table**

| DATA FIELD                                                                                              | VALID ENTRIES                                     | DESCRIPTION                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SSN                                                                                                     | 11 alphanumeric characters<br>Format: ###-##-#### | [ <b>REQUIRE</b> ] If an entry is not made in the <u>FIN</u> field.<br><br><i>Note:</i> It is not necessary to enter the dashes. The system supplies the dashes in the SSN automatically.              |
| FIN                                                                                                     | 10 alphanumeric characters<br>Format: ##-#####    | [ <b>REQUIRE</b> ] If an entry is not made in the <u>SSN</u> field.<br><br><i>Note:</i> It is not necessary to enter the dash. The system supplies the dash in the EIN/FIN automatically.              |
| Enter the desired SSN or EIN/FIN and press the <ENTER> key.                                             |                                                   |                                                                                                                                                                                                        |
| <b>Result:</b> The system retrieves and displays the appropriate values for the fields identified here. |                                                   |                                                                                                                                                                                                        |
| SSN                                                                                                     |                                                   | System-generated; based on the entry in the <u>SSN</u> field, if applicable.                                                                                                                           |
| FIN                                                                                                     |                                                   | field, if applicable.                                                                                                                                                                                  |
| Name                                                                                                    |                                                   | System-generated; business name (for EIN/FIN) or individual name (for SSN) associated with the entry in the <u>SSN</u> or <u>FIN</u> field.                                                            |
| Sel                                                                                                     | 1 alphanumeric character<br>X=select              | Enter an X in this field beside the desired case to view details of the offer on the Offer Acceptance (CMOA) screen, illustrated and described in detail under <b>Offer Acceptance (CMOA) Screen</b> . |
| Case Number                                                                                             |                                                   | System-generated; case number associated with the record selected in the <u>SSN</u> or <u>FIN</u> field.                                                                                               |
| Address                                                                                                 |                                                   | System-generated; street address for the case identified in the <u>Case Number</u> field.                                                                                                              |
| Case Step                                                                                               |                                                   | System-generated; last step reached for the case identified in the <u>Case Number</u> field.                                                                                                           |
| O/I/N                                                                                                   |                                                   | System-generated; indicator for Owner/Investor/Non-Profit based on the case identified in the <u>Case Number</u> field.                                                                                |

### 3.4 - Dispose of Property Case Management Tasks (continued)

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**Table 3-42 Purchaser History (CMPU) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                    | VALID ENTRIES | DESCRIPTION                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------|
| Offer Accepted Date                                                                                                                                                                           |               | System-generated; date the offer was accepted for the case identified in the <u>Case Number</u> field. |
| Date Closed                                                                                                                                                                                   |               | System-generated; date the case identified in the <u>Case Number</u> field was closed.                 |
| Enter an X in the Sel field and press the <ENTER> key.                                                                                                                                        |               |                                                                                                        |
| <b>Result:</b> <i>The offer details for the selected case display on the Offer Acceptance (CMOA) screen, illustrated and described in detail under <b>Offer Acceptance (CMOA) Screen</b>.</i> |               |                                                                                                        |

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### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### Initiating Case Reconciliation

After the HUD-1 data have been entered, the case automatically moves to step 9. The system then attempts to reconcile the HUD-1 and wire transfer confirmation data with the data previously entered on the Offer Accepted data screen and the proceeds deposit data. When the case reconciles, it automatically moves to step 10, and the processing of the property through SAMS is complete.

Wire proceeds take approximately four working days (after closing) to be received and posted to SAMS. However, the sales package (HUD-1) data must be entered immediately to facilitate system monitoring of closing proceeds via the Unreconciled Sales Closing (CMURSD01) Report, described and illustrated under **Unreconciled Sales Closing (CMURSD01) Report** in **Chapter 11 – SAMS Reports**.

#### Reconciling Cases

Cases that do not reconcile because of inconsistencies in system data or because of information in office files should be addressed with the closing agent. The closing agent provides additional information when necessary and, when applicable, resubmits official documents confirming receipt of the amount due (i.e., wire transfer confirmation and/or HUD receipt).

Posting of wire transfers to SAMS takes approximately four work days, and the posting of lockbox deposits takes approximately seven work days. If a wire or lockbox deposit is posted subsequent to the HUD-1, an automated reconciliation process referred to as the sweep will move the unreconciled case to step 10 that evening if there are no other errors.

#### Note

*modify* mode of the HUD 1 (MCMH1) screen, illustrated and described under HUD 1 (CMH1/ CMH2) Screens, and press the <ENTER> key twice.

In correcting any of the errors described here, it may be necessary to:

- Modify the HUD-1 form
- Collect additional sales proceeds
- Correct improperly wired proceeds
- Refund excess sale proceeds

Follow existing office procedures to accomplish these tasks. The case remains unreconciled until the adjustment has been processed through the system. Use the *modify* option to modify data in the HUD 1 (MCMH1) screen, illustrated and described under HUD 1 (CMH1/ CMH2) Screens.



### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### *HUD-1 Screen Data Error Messages*

The data error messages that display at the bottom of either the HUD 1 Page 1 (CMH1) or HUD 1 Page 2 (CMH2) screens fall into four main headings:

##### **Date Errors**

- Date received is greater than current date: mm/dd/yy.
- Date closed is greater than current date: mm/dd/yy.
- Date closed is later than sales offer scheduled close date: mm/dd/yy.
- Date closed is greater than extension request: mm/dd/yy.
- Date received cannot be earlier than date closed: mm/dd/yy.

##### **Monetary Errors**

- Amount of line 404 must be 0 or \$\$\$.
- Lines 401-412 and line 420 do not balance. Difference: \$\$\$.
- Lines 501-519 and line 520 do not balance. Difference: \$\$\$.
- Lines 603 and 603A do not balance. Difference: \$\$\$.
- Sum of lines 703, 704, and 1101 exceeds line 502. Difference: \$\$\$.

##### **Case-Step Errors**

- Case step must be 08. Current case step is ##.
- Case step must be 09. Current case step is ##.
- Case step must be 10. Current case step is ##.

##### **Miscellaneous Errors**

- Finance type must be entered.
- Finance type must be IN, UI, AK or PM.
- Employee office code does not match property office code.
- Third party closing fee must be Y or N.
- Do you want to reconcile within tolerance (Y/N).

#### **Note**

These errors are self-explanatory, and correcting them is fairly straightforward. If assistance is required, call the Desk Officer.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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- Arithmetic Error**      Verify that the HUD-1 information was entered correctly in the appropriate data fields through the *modify* mode of the HUD 1 (MCMH1) screen. If not, modify the screen, as appropriate, using the *modify* option. If the information was entered correctly, recalculate the HUD-1 data to identify the specific error. After conferring with the closing agent regarding suspected errors, modify the HUD 1 (CMH1) screen, as appropriate, using the *modify* option. Maintain a record of any revised forms or documents to support any adjustments made.
- Cash Received Error (Insufficient or Excess Proceeds)**
- Step 1:** Review all sales/proceeds documentation for the case (i.e., HUD-1; wire transfer confirmation; SAMS-1100, Cash Transmittal; SAMS 1106, Invoice Transmittal).
- Step 2:** Verify that HUD-1 information was entered correctly to the appropriate data fields on the HUD 1 (CMH1) screen. Use the query or modify option to view the data on the HUD 1 (CMH1) screen or run the HUD-1 (CMH1SD01) report, described and illustrated under **HUD-1 (CMH1SD01)** in **Chapter 11 – SAMS Reports**. If information must be corrected, access the CMH1 using the modify option and make the necessary corrections.
- Step 3:** If the information was entered correctly, go to the Unreconciled Sales Closings Report (CMURSD01) to determine the amount of proceeds received. Next, determine whether the total amount received equals the total amount due HUD. If it does not, determine whether the amount of proceeds received is less than or greater than the total amount of proceeds due HUD. In either case, the imbalance may exist because proceeds were misapplied (perhaps applied to a different case). Refer to **Unreconciled Sales Closings (CMURSD01) Report** in **Chapter 11 – SAMS Standard Reports** for details.
- Step 4:** In instances where proceeds have been misapplied, complete the Funds Reclassification Form (SAMS-1120) and send it to the address shown on the form. Refer to the reverse side of the form for full instructions on completing it. Completed SAMS-1120 forms require the CPO's signature. A copy of the completed SAMS-1120 should be maintained to establish an audit trail.

#### Note

The posting of a reclassification in SAMS takes approximately two working days after receipt of the form. Once the posting(s) and the sweep have occurred, the case should reconcile automatically.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **Insufficient Proceeds Received**

If insufficient funds were wire-transferred to the U.S. Treasury, instruct the closing agent to immediately remit the balance due HUD either via wire transfer to Treasury or business check to the assigned office for deposit to the lockbox. When depositing additional proceeds to the lockbox, enter post code EM in Block 5 of the Cash Transmittal Form, SAMS-1100, to ensure correct posting to SAMS.

#### **No Proceeds Received/Proceeds Wired Incorrectly**

If no proceeds were received, check the wire-transfer confirmation. If the closing agent did not provide a wire-transfer confirmation, instruct the agent to do so immediately. (If the closing agent indicates that proceeds were not deposited, instruct the agent to deposit the proceeds immediately.)

- If the wire-transfer confirmation indicates that proceeds were wire-transferred to the correct case number, allow four work days from the date of transfer for the proceeds to be posted to SAMS.
- If the wire-transfer confirmation indicates that proceeds were wire-transferred to an incorrect case number or without reference to a case number, or if the case remains unreconciled after four working days from the date of transfer, check to see if the proceeds were posted to an incorrect case number or were posted to Lost and Found by retrieving the Unapplied Cash Report (CLUCSD01). If proceeds were posted to an incorrect case or to Lost and Found, complete the SAMS-1120 and forward it to the Single-Family Post Insurance Department.

#### **HUD-1 Incorrectly Completed**

If additional proceeds are due because it was necessary to correct the HUD-1, have the closing agent submit a revised HUD-1 and send the proceeds due to the HUD FO for deposit to the lockbox. When depositing additional proceeds to the lockbox, enter post code EM in Block 5 of the SAMS-1100 to ensure correct posting to SAMS.

#### **SAMS-1100 Incorrectly Completed**

Review the SAMS-1100 to determine if it was completed using an incorrect case number and/or post code. To correct the case number or post code, fill out the SAMS-1120 and forward to the Single-Family Post Insurance Department for correction.

#### **Note**

Refer instances of suspected fraud through appropriate channels to the local Office of the Inspector General representative and to the Single Family Acquired Asset Branch Chief.

### 3.4 - Dispose of Property Case Management Tasks (continued)

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#### **Excess Proceeds Received**

If an overage exists because the net to HUD is a negative balance and money is owed to the closing agent, or because the closing agent wire transferred excess proceeds and is due a refund, prepare an Invoice Transmittal Form SAMS 1106, for payment of the appropriate amount to the closing agent. Enter *N* for Payment Type Non-Prompt and enter post code *EM* in Block 15 to ensure correct posting in SAMS. Maintain a copy of the completed SAMS 1106 to establish an audit trail. After the disbursement has posted, the case should reconcile automatically via the nightly sweep.

#### **SAMS 1106 Incorrectly Completed**

Review the SAMS 1106 form to determine whether it was completed using an incorrect post code and/or case number. To correct the case number or post code, fill out the SAMS-1120 form and send it to the Single-Family Post Insurance Department for correction.

#### **HUD-1 Incorrectly Completed**

If a refund is due because it was necessary to correct the HUD-1, have the closing agent submit a revised HUD-1. Prepare a SAMS 1106 and enter post code *EM* in Block 15 to ensure correct posting to SAMS.

---

### 3.5 Monitor and Report Status of Inventory Case Management Tasks

#### **Monitor and Report Status of Inventory Processing Tasks**

---

The Monitor and Report Status of Inventory function identifies, captures, and records data associated with the tasks required to establish case processing parameters or criteria, and then monitor and report the status of a property or set of properties within the HUD single-family property inventory using this criteria.

The two Monitor and Report Status of Inventory Case Management tasks are:

**Task 1:** Set Processing Criteria for Inventory Task

**Task 2:** Enter Criteria and Report on Inventory Task

#### *Task 1: Set Processing Criteria for Inventory Task*

The Set Processing Criteria for Inventory task identifies, captures, and records data that specifies the parameters or processing criteria set by HUD management that are used to monitor the progress of properties (with approved dispositions) through the processing steps, and report exceptions that exceed specified processing criteria.

More specifically, Headquarters property disposition (PD) personnel enter parameters for tracking the maximum number of calendar days that a case should stay in a step to ensure the timely processing of cases through the Case Management processing steps - from property acquisition through sales closing. This information is provided to reflect both the national standards as well as an individual HOC Area (M&M). These parameters are, in effect, the performance standards (or goals) for the HOC Area (M&M).

#### *Task 2: Enter Criteria and Report on Inventory Task*

The Enter Criteria and Report on Inventory task identifies, captures, retrieves, and reports data that identify either:

1. The status of one or more properties within the HUD single-family inventory or properties
2. The classification or composition of the HUD single-family inventory of properties (using Case Management or Accounting criteria)

Authorized personnel with valid SAMS IDs enter selection criteria to generate reports based on:

- The property or set of properties that fulfill the criteria entered
- The status of a property or set of properties within the HUD single-family property inventory that fulfill the criteria entered
- The classification or composition of the HUD single-family property inventory that fulfill the criteria entered.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

---

*Task 2:  
Enter Criteria  
and Report on  
Inventory Task  
(continued)*

---

More specifically, this subsection describes the methods used to request information from SAMS about a property or set of properties using SAMS screens (refer to **Chapter 11 - SAMS Reports** for more information about how to request this data via NOMAD reports). The screens described in this section are used to:

- View specific cases or a group of cases to obtain summary information quickly
- View detailed information about a case
- Initiate a query to identify all cases based on the particular search criteria entered

These screens serve as an efficient means to retrieve specific desired data. The Case Management information can be retrieved by:

- case number
- case status and street number
- case status, street number, and street name
- case status, street, city, and state
- street name and street number

In addition, the system allows the user to request and retrieve title search information by:

- case number
- case step number
- mortgagee identification number and loan number
- mortgagor name and loan number

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### **Monitor and Report Status of Inventory Case Management Processing Screens**

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This section provides detailed information on the Monitor and Report Status of Inventory screens. These screens are used to locate case information by case number, status, or address, to view case detail; to monitor a case's progression through SAMS; to view historical case information; and to set processing criteria for case inventory.

---

##### *Data Screens*

---

The Set Processing Criteria for Inventory screens described in this section are:

- Monitoring Parameters..... CDM
- HUDOFF Monitoring Param .....SMBD

##### *Query Screens*

---

The following Enter Criteria and Report on Inventory Screens are covered in this subsection:

Case Management Search query screens:

- Case Search by Case Number .....LSC1
- Case Search by Status Str Str Num .....LSC2
- Case Search by Status Str Num Str .....LSC3
- Case Search by Street Street Num .....LSC4
- Case Search by Street Num Street .....LSC5
- Case Search by Status ZipCode St .....LSC6
- Case Search by Status State City St .....LSC7
- Case Search Detail .....LSCD
- Case Step History Screen.....LSCS

Title Evidence query screens:

- Title Evidence Search Detail.....LSTD
- Title Search by Case Number .....LST1
- Title Search by Case Step Number .....LST2
- Title Search by Mort ID Loan Num .....LST6
- Title Search by Mort Name Loan Num.....LST7

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Menus

The Set Processing Criteria for Inventory screens are located on the HQ Defined Parameters submenu, illustrated in Figure 3-46.

To access the SAMS HQ Defined Parameters (LMDM) submenu either:

- Select the *HQ Defined Parameters* option from the SAMS Main Case Management Menu (LMMC) and press the <ENTER> key
- Using the expert mode, enter *LMDM* in the Screen field in the upper left hand corner of a screen and press the <F2> key

|                                     |                              |              |
|-------------------------------------|------------------------------|--------------|
| S A M S                             |                              | 07/25/02     |
| SCREEN: LMDM__                      | HQ DEFINED PARAMETERS        | 09:44:04 EST |
| TYPE (X) TO SELECT                  | SCREEN TITLE                 |              |
| Q _ S _                             | CMDM MONITORING PARAMETERS   |              |
| Q _ S _                             | SMBD HUDOFC MONITORING PARAM |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU |                              |              |

**Figure 3-46 HQ Defined Parameters (LMDM) Screen**

The Enter Criteria and Report on Inventory Screens are located on the Case Management Search and on the Title Evidence Search submenus.

To access the SAMS Case Management Search Menu (LMSC), illustrated in Figure 3-47, either:

- Select the *Case Management Search Menu* option from the SAMS Data Base Search menu (LMSR) and press the <ENTER> key
- Using the expert mode, enter *LMSC* in the Screen field in the upper left hand corner of a screen and press the <F2> key



### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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|                                     |                                          |              |
|-------------------------------------|------------------------------------------|--------------|
| S A M S                             |                                          | 07/25/02     |
| SCREEN: <u>LMSC</u>                 | CASE MANAGEMENT SEARCH MENU              | 09:50:13 EST |
| TYPE (X) TO SELECT                  |                                          |              |
| SCREEN TITLE                        |                                          |              |
| Q _ P _                             | LSC1 CASE SEARCH BY CASE NUMBER          |              |
| Q _ P _                             | LSC2 CASE SEARCH BY STATUS STR STR NUM   |              |
| Q _ P _                             | LSC3 CASE SEARCH BY STATUS STR NUM STR   |              |
| Q _ P _                             | LSC4 CASE SEARCH BY STREET STREET NUM    |              |
| Q _ P _                             | LSC5 CASE SEARCH BY STREET NUM STREET    |              |
| Q _ P _                             | LSC6 CASE SEARCH BY STATUS ZIPCODE ST    |              |
| Q _ P _                             | LSC7 CASE SEARCH BY STATUS STATE CITY ST |              |
|                                     |                                          |              |
| Q _                                 | LSCD CASE SEARCH DETAIL                  |              |
| Q _                                 | LSCS CASE STEP HISTORY SCREEN            |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU |                                          |              |

Figure 3-47 Case Management Search Menu (LMSC) Screen

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

---

The Title Evidence query screens are located on the Title Evidence Search submenu. To access the SAMS Title Evidence Search Menu (LMSE), illustrated in Figure 3-48, either:

- Select the *Title Evidence Search Menu* option from the SAMS Data Base Search menu (LMSR) and press the <ENTER> key
- Using the expert mode, enter *LMSE* in the Screen field in the upper-left-hand-corner of a screen and press the <F2> key

|                                                   |                                                  |              |
|---------------------------------------------------|--------------------------------------------------|--------------|
| S A M S                                           |                                                  | 08/02/02     |
| SCREEN: LMSE__                                    | TITLE EVIDENCE SEARCH MENU                       | 10:29:00 EST |
| TYPE (X) TO SELECT                                |                                                  |              |
| SCREEN TITLE                                      |                                                  |              |
| Q _                                               | LST1 TITLE SEARCH BY CASE NUMBER                 |              |
| Q _                                               | LST2 TITLE SEARCH BY CASE STEP NUMBER            |              |
| Q _                                               | LST6 TITLE SEARCH BY MORTGAGEE ID, LOAN NUMBER   |              |
| Q _                                               | LST7 TITLE SEARCH BY MORTGAGOR NAME, LOAN NUMBER |              |
| BOTTOM OF MENU                                    |                                                  |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD |                                                  |              |

**Figure 3-48 Title Evidence Search Menu (LMSE) Screen**

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### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Monitoring Parameters (CMDM) Screen

The Monitoring Parameters (CMDM) data screen, illustrated in Figure 3-49, allows all authorized personnel with valid SAMS user IDs to identify the maximum number of calendar days on a national basis. Detail is available to show the processing time limits for cases with disposition program (DP) approval to process through step 10. Information is provided by case step number and further defined by DP.

Only authorized Headquarters case management and HOC staff can perform summary maintenance to modify, add, or delete the information displayed on this screen.

#### Before You Begin

Gather this information before using the Monitoring Parameters (CMDM) screen:

- the case step number
- the disposition program type
- the processing time limits (for data entry by authorized Headquarters Case Management personnel and HOC staff)

| S A M S                                                          |                                  |                                 |                                    | 07/25/02     |
|------------------------------------------------------------------|----------------------------------|---------------------------------|------------------------------------|--------------|
| SCREEN: QCMDM_                                                   | CMDM MONITORING PARAMETERS QUERY |                                 |                                    | 09:46:24 EST |
| NEXT CASE STEP NUMBER: 05 DISPOSITION PROGRAM TYPE: IN           |                                  |                                 |                                    |              |
| OPT                                                              | *CASE<br>STEP<br>NUMBER          | *DISPOSITION<br>PROGRAM<br>TYPE | MONITORING<br>PARAMETER<br>IN DAYS |              |
| -                                                                | 03                               | AU                              | 03                                 |              |
| -                                                                | 03                               | BU                              | 03                                 |              |
| -                                                                | 03                               | DR                              | 05                                 |              |
| -                                                                | 03                               | IE                              | 03                                 |              |
| -                                                                | 03                               | IN                              | 03                                 |              |
| -                                                                | 03                               | UI                              | 03                                 |              |
| -                                                                | 04                               | IE                              | 20                                 |              |
| -                                                                | 04                               | IN                              | 20                                 |              |
| -                                                                | 04                               | UI                              | 20                                 |              |
| -                                                                | 05                               | AU                              | 30                                 |              |
| -                                                                | 05                               | BU                              | 07                                 |              |
| -                                                                | 05                               | IE                              | 07                                 |              |
| PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.              |                                  |                                 |                                    |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |                                  |                                 |                                    |              |

Figure 3-49 Monitoring Parameters (QCMDM) Query Screen

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Data Screen Options

On the Monitoring Parameters (CMDM) screen:

- To **locate (query)** HUD office monitoring parameters, enter *QCMDM* in the Screen field and press the <F2> key.
- To perform **summary maintenance** on HUD office monitoring parameters, enter *SCMDM* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 3-43 Monitoring Parameters (CMDM) Procedure Table to search for, add, modify, or delete case monitoring parameters:

**Table 3-43 Monitoring Parameters (CMDM) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                                                                                                                                                                                                    | DESCRIPTION                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Step Number                                                                                                                           | 2 numeric characters                                                                                                                                                                                                             | <b>[REQUIRED]</b> In the <i>summary maintenance</i> mode, enter desired case step number. This key field is not applicable in the <i>add</i> mode.                                                                           |
| Disposition Program Type                                                                                                                        | 2 alphabetic characters<br><b>AU</b> =Auction<br><b>BU</b> =Bulk<br><b>DR</b> =Direct Sale<br><b>IC</b> =Insured with Condition (future release)<br><b>IE</b> =Insured with Escrow<br><b>IN</b> =Insured<br><b>US</b> =Uninsured | <b>[REQUIRED]</b> In the <i>summary maintenance</i> modes, enter desired DP sales code type to search for a specific case step number/DP sales type combination. This key field is not applicable in the <i>add</i> mode.    |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                              |
| Opt                                                                                                                                             | 1 alphabetic character<br><b>A</b> = Add<br><b>D</b> = Delete<br><b>M</b> = Modify                                                                                                                                               | Enter the option you wish to use.                                                                                                                                                                                            |
| *Case Step Number                                                                                                                               | 2 numeric characters                                                                                                                                                                                                             | <b>[REQUIRED]</b> In the <i>add</i> mode, either enter the case step number, or enter ? and press the <ENTER> key for the Lookup screen. This data field is protected in <i>delete</i> or <i>modify</i> modes; display only. |
| *Disposition Program Type                                                                                                                       | 2 alphabetic characters                                                                                                                                                                                                          | <b>[REQUIRED]</b> In the <i>add</i> mode, either enter the DP sales type, or enter ? and press the <ENTER> key for the Lookup screen. This data field is protected in <i>delete</i> or <i>modify</i> modes; display only.    |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-43 Monitoring Parameters (CMDM) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                     | VALID ENTRIES        | DESCRIPTION                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monitoring Parameter in Days                                                                                                                                                                                                                                                                                                                                                                   | 2 numeric characters | <b>[REQUIRED]</b> In the <i>add</i> , <i>modify</i> and <i>delete</i> modes, enter the number of calendar days to assign to this case step number/DP type combination. |
| <i>To commit the addition, modification or deletion of the monitoring parameters entered, press the &lt;ENTER&gt; key.</i>                                                                                                                                                                                                                                                                     |                      |                                                                                                                                                                        |
| <b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i> <ul style="list-style-type: none"><li>• <i>add more monitoring parameters;</i></li><li>• <i>modify or delete existing monitoring parameters; or</i></li><li>• <i>exit this screen.</i></li></ul> |                      |                                                                                                                                                                        |

## Before You Begin

Only authorized Headquarters Case Management and HOC staff can perform summary maintenance to update, add, or delete the monitoring parameters.

- the desired HUD office code

**Figure 3-50 HUDOFC Monitoring Param (QSMBD) Query Screen**

On the HUDOFC Monitoring Param (SMBD) screen:

- SAMS User's Guide, Ver. 5.1

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

*Procedure Table* Follow the instructions on Table 3-44 HUDOFC Monitoring Param (SMBD)  
Procedure Table to search for, add, modify, or delete monitoring parameters:

**Table 3-44 HUDOFC Monitoring Param (SMBD) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                                                                                                                                                                                                                     | DESCRIPTION                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next HUD Office                                                                                             | 2 alphanumeric characters                                                                                                                                                                                                         | System-generated from the Logon ID; display only except for Headquarters Case Management personnel. Headquarters Case Management personnel must enter the desired HUD office code.                                                              |
| Case Step Number                                                                                            | 2 numeric characters                                                                                                                                                                                                              | <b>[REQUIRED]</b> In the <i>modify</i> and <i>delete</i> modes, enter the case step number in this key field to search for a specific step number.<br>This key field is not applicable in the <i>add</i> mode.                                  |
| Disposition Program Type Code                                                                               | 2 alphabetic characters<br><b>AU</b> = Auction<br><b>BU</b> =Bulk<br><b>DR</b> =Direct Sale<br><b>IC</b> =Insured with Condition (future release)<br><b>IE</b> =Insured with Escrow<br><b>IN</b> =Insured<br><b>UI</b> =Uninsured | <b>[REQUIRED]</b> In the <i>modify</i> and <i>delete</i> modes, enter the DP sales type code in this key field to search for a specific case step number/DP sales type combination.<br>This key field is not applicable in the <i>add</i> mode. |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                 |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                 |
| Opt                                                                                                         | 1 alphabetic character<br><b>A</b> = Add<br><b>D</b> = Delete<br><b>M</b> = Modify                                                                                                                                                | Enter the option you want to use.                                                                                                                                                                                                               |
| *HUD Office Code                                                                                            | 2 alphanumeric characters                                                                                                                                                                                                         | <b>[REQUIRED]</b> In the <i>add</i> mode, either enter the HUD office code, or enter ? and press the <ENTER> key for the Lookup screen. Protected data field in <i>delete</i> or <i>modify</i> ; display only.                                  |
| *Case Step Number                                                                                           | 2 numeric characters                                                                                                                                                                                                              | <b>[REQUIRED]</b> In the <i>add</i> mode, either enter the case step number, or enter ? and press the <ENTER> key for the Lookup screen. Protected data field in <i>delete</i> or <i>modify</i> mode; display only.                             |
| *Disposition Program Type Code                                                                              | 2 alphanumeric characters                                                                                                                                                                                                         | <b>[REQUIRED]</b> In the <i>add</i> mode, either enter the DP sale type code, or enter ? and press the <ENTER> key for the Lookup screen. Protected data field in <i>delete</i> or <i>modify</i> mode; display only.                            |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-44 HUDOFC Monitoring Param (SMBD) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                   | VALID ENTRIES        | DESCRIPTION                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Off Ovrid Mon Param in Days                                                                                                                                                                                                                                                                                                                                                                                                                  | 2 numeric characters | <b>[REQUIRED]</b> In the <i>add, modify, and delete</i> modes, enter the number of calendar days you want to assign to this case step number/DP type combination for this HUD office code to override the standard number. |
| <i>To commit the addition, modification or deletion of the monitoring parameters entered for a specific HUD office, press the &lt;ENTER&gt; key.</i>                                                                                                                                                                                                                                                                                         |                      |                                                                                                                                                                                                                            |
| <b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to:</i> <ul style="list-style-type: none"><li>• <i>add more monitoring parameters for a specific HUD office</i></li><li>• <i>modify or delete existing monitoring parameters for a specific HUD office</i></li><li>• <i>exit this screen</i></li></ul> |                      |                                                                                                                                                                                                                            |



### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Case Search by Case Number (LSC1) Screen

*Before You  
Begin*

The Case Search by Case Number (LSC1) query screen, illustrated in Figure 3-51, allows all authorized personnel with valid SAMS user IDs to search for information about a case using its unique case number. From the Case Search by Case Number (LSC1) screen the user can:

Gather this information before using the Case Search by Case Number (LSC1) screen:

- the case number

| S A M S                                                          |              |             |                 | 07/25/02     |
|------------------------------------------------------------------|--------------|-------------|-----------------|--------------|
| SCREEN: QLSC1_                                                   |              |             |                 | 10:07:09 EST |
| LSC1 CASE SEARCH BY CASE NUMBER                                  |              |             |                 |              |
| HUD OFFICE HQ                                                    | CASE NUMBER: |             | LOOK UP CASE #: |              |
| SEL                                                              | CASE NUMBER  | STEP NUMBER | STEP DATE       |              |
|                                                                  | PROPERTY     |             | STATUS          |              |
|                                                                  | ADDRESS      |             |                 |              |
| SEL                                                              | CASE NUMBER  | STEP NUMBER | STEP DATE       |              |
|                                                                  | PROPERTY     |             | STATUS          |              |
|                                                                  | ADDRESS      |             |                 |              |
| SEL                                                              | CASE NUMBER  | STEP NUMBER | STEP DATE       |              |
|                                                                  | PROPERTY     |             | STATUS          |              |
|                                                                  | ADDRESS      |             |                 |              |
| CASE HUD OFFICE PREFIX IS REQUIRED                               |              |             |                 |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |              |             |                 |              |

Figure 3-51 Case Search by Case Number (QLSC1) Screen

*Data Screen  
Options*

On the Case Search by Case Number (LSC1) screen:

- To **locate (query)** a case-by-case number, enter *QLSC1* in the Screen field and press the <F2> key.
- To **preview** a case by case number, authorized personnel with Headquarters user profiles **must** enter *PLSC1* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

*Procedure Table* Follow the instructions on Table 3-45 Case Search by Case Number (LSC1) Procedure Table to find a case using its case number:

**Table 3-45 Case Search by Case Number (LSC1) Procedure Table**

| DATA FIELD                                                                                                                   | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                                   | 2 alphanumeric characters                                                                                                                                                                                                                                                                                                                                 | [REQUIRED] Enter HUD Office Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Case Number                                                                                                                  | 9 numeric characters                                                                                                                                                                                                                                                                                                                                      | [REQUIRED] Enter the case number in this key field to direct the system to search for a specific case number. To retrieve the record, enter the case prefix (first three number) <b>only</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Look up Case #                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated; display only. In <i>preview</i> mode, this field displays the case number entered in the <u>Case Number</u> field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Press the <F2> key.<br><b>Result:</b> The system retrieves and displays the available values for the fields identified here. |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SEL                                                                                                                          | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD 1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for the <i>query</i> .<br><ul style="list-style-type: none"> <li>Enter <i>D</i> to access the Case Search Detail Query screen which provides a brief summary of the case. Refer to the <b>Case Search Detail (LSCD) Screen</b> section for an illustration of the Case Search Detail (LSCD) screen.</li> <li>Press the &lt;ENTER&gt; key on the Case Search Detail (LSCD) screen to return to this search screen and <i>locate (query)</i> additional case numbers,.</li> <li>Enter any of the codes other than <i>D</i> listed under Valid Entries for this field to access the data screen listed.</li> </ul> <p><i>Note:</i> Each of these data screens is explained under its respective section of this document</p> |
| Case Number                                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Step Number                                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the case selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Step Date                                                                                                                    | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the case selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Property                                                                                                                     | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the case selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Status                                                                                                                       | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the case selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Address                                                                                                                      | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated street, city, county, state, and ZIP code based on the case selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Case Search by Status Str Str Num (LSC2) Screen

*Before You  
Begin*

The Case Search by Status Str Str Num (LSC2) query screen, illustrated in Figure 3-52, allows all authorized personnel with valid SAMS user IDs to search for detailed information regarding a case by using the desired status of the case (e.g., *A* = active, *C* = Closed), street name, and street number.

Gather this information before using the Case Search by Status Str Str Num (LSC2) screen:

- Status information
- Secondary criteria; street name or street number

| S A M S                                                          |             |               |                      |        | 07/25/02     |
|------------------------------------------------------------------|-------------|---------------|----------------------|--------|--------------|
| SCREEN: QLSC2_                                                   |             |               |                      |        | 10:06:38 EST |
| LSC2 CASE SEARCH BY STATUS STR STR NUM                           |             |               |                      |        |              |
| HUD OFFICE: HQ                                                   | STATUS: _   | STREET: _____ | STREET NUMBER: _____ |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER   | STEP DATE            | STATUS |              |
|                                                                  | PROPERTY    |               |                      |        |              |
|                                                                  | ADDRESS     |               |                      |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER   | STEP DATE            | STATUS |              |
|                                                                  | PROPERTY    |               |                      |        |              |
|                                                                  | ADDRESS     |               |                      |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER   | STEP DATE            | STATUS |              |
|                                                                  | PROPERTY    |               |                      |        |              |
|                                                                  | ADDRESS     |               |                      |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER   | STEP DATE            | STATUS |              |
|                                                                  | PROPERTY    |               |                      |        |              |
|                                                                  | ADDRESS     |               |                      |        |              |
| ACTIVE INVENTORY FLAG IS REQUIRED                                |             |               |                      |        |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |             |               |                      |        |              |

**Figure 3-52 Case Search by Status Str Str Num (QLSC2) Screen**

*Data Screen  
Options*

On the Case Search by Status Str Str Num (LSC2) screen:

- To **locate (query)** a case by status, street, or street number, enter *QLSC2* in the Screen field and press the <F2> key.
- To **preview** a case by status, street, or street number, authorized personnel with Headquarters User Profiles **must** enter *PLSC2* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

*Procedure Table* Follow the instructions on Table 3-46 Case Search by Status Str Str Num (LSC2) Procedure Table to find a case using the status and street name, or street number:

**Table 3-46 Case Search by Status Str Str Num (LSC2) Procedure Table**

| DATA FIELD                                                                                                                   | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                                   | 2 alphanumeric characters                                                                                                                                                                                                                                                                                                                                | <b>[REQUIRED]</b> Enter HUD Office Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Status                                                                                                                       | 1 alphabetic character<br><b>A</b> = Active case<br><b>B</b> = Bad case number<br><b>C</b> = Closed case<br><b>P</b> = Occupied conveyance case<br><b>R</b> = Reconveyed case<br><b>T</b> = Terminated case<br><b>X</b> = Allocate case<br><b>Y</b> = Special case                                                                                       | <b>[REQUIRED]</b> Enter the status code in this key field to direct the system to search for cases with that status. To search specifically by status, street name, and street number, enter all three criteria in their respective key fields.                                                                                                                                                                                                                                                                                                                                                                                               |
| Street                                                                                                                       | 20 alphanumeric characters                                                                                                                                                                                                                                                                                                                               | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Street Number                                                                                                                | 7 alphanumeric characters                                                                                                                                                                                                                                                                                                                                | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Press the <F2> key.<br><b>Result:</b> The system retrieves and displays the available values for the fields identified here. |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SEL                                                                                                                          | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for the <i>query</i> . <ul style="list-style-type: none"> <li>Enter <i>D</i> to access the Case Search Detail (LSCD) query screen which provides a brief summary of the case. Refer to the <b>Case Search Detail (LSCD) Screen</b> section for details.</li> <li>Press the &lt;ENTER&gt; key to return to this screen from the Case Search Detail (LSCD) screen.</li> <li>Enter any of the codes other than <i>D</i> listed under Valid Entries for this field to access the data screen listed.</li> </ul> <p><i>Note:</i> Each of these data screens is explained under its respective section in this document.</p> |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-46 Case Search by Status Str Str Num (LSC2) Procedure Table, continued**

| DATA FIELD  | VALID ENTRIES | DESCRIPTION                                                                                                     |
|-------------|---------------|-----------------------------------------------------------------------------------------------------------------|
| Case Number | N/A           | System-generated based on the search criteria selected; display only.                                           |
| Step Number | N/A           | System-generated based on the search criteria selected; display only.                                           |
| Step Date   | N/A           | System-generated based on the search criteria selected; display only.                                           |
| Property    | N/A           | System-generated based on the search criteria selected; display only.                                           |
| Status      | N/A           | System-generated based on the search criteria selected; display only.                                           |
| Address     | N/A           | System-generated street, city, county, state, and ZIP code based on the search criteria selected; display only. |

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### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Case Search by Status Str Num Str (LSC3) Screen

*Before You  
Begin*

The Case Search by Status Str Num Str (LSC3) query screen, illustrated in Figure 3-53, allows all authorized personnel with valid SAMS user IDs to search for detailed information regarding a case by using the status and street number or street name.

Gather this information before using the Case Search by Status Str Num Str screen:

- Status information
- Secondary criteria: street number or street name

| S A M S                                                          |             |             |           |        | 07/25/02     |
|------------------------------------------------------------------|-------------|-------------|-----------|--------|--------------|
| SCREEN: QLSC3_                                                   |             |             |           |        | 10:06:08 EST |
| LSC3 CASE SEARCH BY STATUS STR NUM STR                           |             |             |           |        |              |
| HUD OFFICE HQ STATUS: _ STREET NUMBER: _____ STREET: _____       |             |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| ACTIVE INVENTORY FLAG IS REQUIRED                                |             |             |           |        |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |             |             |           |        |              |

3

*Data Screen  
Options*

On the Case Search by Status Str Num Str (LSC3) screen:

- To **locate (query)** a case by status, street number, and street name, enter **QLSC3** in the Screen field and press the <F2> key.
- To **preview** a case by status, street number, and street name, authorized personnel with Headquarters User Profiles **must** enter **PLSC3** in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-47 Case Search by Status Str Num Str (LSC3) Procedure Table to find a case using the status and street number, or street name:

**Table 3-47 Case Search by Status Str Num Str (LSC3) Procedure Table**

| DATA FIELD                                                                                                                                                                                              | VALID ENTRIES                                                                                                                                                                                                                                                      | DESCRIPTION                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                                                                                                              | 2 alphanumeric characters                                                                                                                                                                                                                                          | [REQUIRED] Enter the current HUD Office.                                                                                                                                                                                                |
| Status                                                                                                                                                                                                  | 1 alphabetic character<br><b>A</b> = Active case<br><b>B</b> = Bad case number<br><b>C</b> = Closed case<br><b>P</b> = Occupied conveyance case<br><b>R</b> = Reconveyed case<br><b>T</b> = Terminated case<br><b>X</b> = Allocate case<br><b>Y</b> = Special case | [REQUIRED] Enter the status code in this key field to direct the system to search for cases with that status. To search specifically by status, street number, and street name, enter all three criteria in their respective key fields |
| Street Number                                                                                                                                                                                           | 7 alphanumeric characters                                                                                                                                                                                                                                          | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                |
| Street                                                                                                                                                                                                  | 20 alphanumeric characters                                                                                                                                                                                                                                         | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                |
| <i>Press the &lt;F2&gt; key.</i>                                                                                                                                                                        |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                         |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here. Cases will be listed first by status code, then by street number, and then by street name.</i> |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                         |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-47 Case Search by Status Str Num Str (LSC3) Procedure Table, continued**

| DATA FIELD  | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SEL         | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD 1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for query. <ul style="list-style-type: none"><li>Enter <i>D</i>, to access the Case Search Detail Screen (refer to the <b>Case Search Detail (LSCD) Screen</b> section for details) which provides a brief summary of the case.</li><li>Press the &lt;ENTER&gt; key to return to this screen and <i>locate (query)</i> additional case numbers.</li><li>Enter any of the codes other than <i>D</i> listed under Valid Entries for this field to access the data screen listed.</li></ul> <i>Note: Each of these data screens is explained under its respective section in this document.</i> |
| Case Number | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the search criteria entered; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Step Number | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only. This field displays the most current step number for the selected case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Step Date   | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only. This field displays the date the case moved to the step indicated in the <u>Step Number</u> field.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Property    | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Status      | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Address     | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated street, city, county, state, and ZIP code based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Case Search by Street Street Num (LSC4) Screen

*Before You  
Begin*

The Case Search by Street Street Num (LSC4) query screen, illustrated in Figure 3-54, allows all authorized personnel with valid SAMS user IDs search for detailed information regarding a case using the street name and street number.

Gather this information before using the Case Search by Street Street Num (LSC4) screen:

- Street name
- Secondary criteria: street number

|                                                                  |                                       |                      |                     |
|------------------------------------------------------------------|---------------------------------------|----------------------|---------------------|
| S A M S                                                          |                                       | 07/25/02             |                     |
| SCREEN: QLSC4_                                                   | LSC4 CASE SEARCH BY STREET STREET NUM |                      | 10:05:31 EST        |
| HUD OFFICE: HQ                                                   | STREET: _____                         | STREET NUMBER: _____ |                     |
| SEL                                                              | CASE NUMBER<br>PROPERTY<br>ADDRESS    | STEP NUMBER          | STEP DATE<br>STATUS |
| SEL                                                              | CASE NUMBER<br>PROPERTY<br>ADDRESS    | STEP NUMBER          | STEP DATE<br>STATUS |
| SEL                                                              | CASE NUMBER<br>PROPERTY<br>ADDRESS    | STEP NUMBER          | STEP DATE<br>STATUS |
| SEL                                                              | CASE NUMBER<br>PROPERTY<br>ADDRESS    | STEP NUMBER          | STEP DATE<br>STATUS |
| STREET NAME IS REQUIRED                                          |                                       |                      |                     |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |                                       |                      |                     |

Figure 3-54 Case Search by Street Street Num (QLSC4) Screen

*Data Screen  
Options*

On the Case Search by Street Street Num (LSC4) screen:

- To **locate (query)** a case by street name and street number, enter *QLSC4* in the Screen field and press the <F2> key.
- To **preview** a case by street name and street number, authorized personnel with Headquarters User Profiles **must** enter *PLSC4* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

*Procedure Table* Follow the instructions on Table 3-48 Case Search by Street Street Num (LSC4) Procedure Table to find a case by street name and street number:

**Table 3-48 Case Search by Street Street Num (LSC4) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                                                      | 2 alphanumeric characters                                                                                                                                                                                                                                                                                                                                | <b>[REQUIRED]</b> Enter the HUD Office Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Street                                                                                                                                          | 20 alphanumeric characters                                                                                                                                                                                                                                                                                                                               | <b>[REQUIRED]</b> Enter the street name in this key field to direct the system to search for cases with that street name. To search specifically by street name and street number, enter both criteria in their respective key fields.                                                                                                                                                                                                                                                                                                                                                                            |
| Street Number                                                                                                                                   | 7 alphanumeric characters                                                                                                                                                                                                                                                                                                                                | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| SEL                                                                                                                                             | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for query. <ul style="list-style-type: none"><li>Enter <b>D</b> to access the Case Search Detail Screen (refer to the <b>Case Search Detail (LSCD) Screen</b> section for details) which provides a brief summary of the case.</li><li>Press the &lt;ENTER&gt; key to return to this screen to <b>locate (query)</b> additional cases.</li><li>Enter any of the codes other than <b>D</b> listed under Valid Entries for this field to access the data screen listed.</li></ul> <b>Note:</b> <i>Each of these data screens is explained under its respective section in this document.</i> |
| Case Number                                                                                                                                     | N/A                                                                                                                                                                                                                                                                                                                                                      | System-generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Step Number                                                                                                                                     | N/A                                                                                                                                                                                                                                                                                                                                                      | System-generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-48 Case Search by Street Street Num (LSC4) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES | DESCRIPTION                                                                                                      |
|------------|---------------|------------------------------------------------------------------------------------------------------------------|
| Step Date  | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Property   | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Status     | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Address    | N/A           | System- generated street, city, county, state, and ZIP code based on the search criteria selected; display only. |

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### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Case Search by Street Num Street (LSC5) Screen

*Before You  
Begin*

The Case Search by Street Num Street (LSC5) query screen, illustrated in Figure 3-55, allows all authorized personnel with valid SAMS user IDs to search for detailed information regarding a case using the street number and street name.

Gather this information before using the Case Search by Street Num Street (LSC5) screen:

- Street number
- Secondary criteria: street name

| S A M S                                                          |             |                      |               | 07/25/02     |
|------------------------------------------------------------------|-------------|----------------------|---------------|--------------|
| SCREEN: QLSC5_                                                   |             |                      |               | 10:04:46 EST |
| LSC5 CASE SEARCH BY STREET NUM STREET                            |             |                      |               |              |
| HUD OFFICE: HQ                                                   |             | STREET NUMBER: _____ | STREET: _____ |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER          | STEP DATE     | STATUS       |
|                                                                  | PROPERTY    |                      |               |              |
|                                                                  | ADDRESS     |                      |               |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER          | STEP DATE     | STATUS       |
|                                                                  | PROPERTY    |                      |               |              |
|                                                                  | ADDRESS     |                      |               |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER          | STEP DATE     | STATUS       |
|                                                                  | PROPERTY    |                      |               |              |
|                                                                  | ADDRESS     |                      |               |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER          | STEP DATE     | STATUS       |
|                                                                  | PROPERTY    |                      |               |              |
|                                                                  | ADDRESS     |                      |               |              |
| STREET NUMBER IS REQUIRED                                        |             |                      |               |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |             |                      |               |              |

**Figure 3-55 Case Search by Street Num Street (QLSC5) Screen**

*Data Screen  
Options*

On the Case Search by Street Num Street (LSC5) screen:

- To **locate (query)** a case by street number and street name, enter *QLSC5* in the Screen field and press the <F2> key.
- To **preview** a case by street number and street name, authorized personnel with Headquarters User Profiles **must** enter *PLSC5* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

*Procedure Table* Follow the instructions in Table 3-49 Case Search by Street Num Street (LSC5)  
Procedure Table to find a case by street number and street name:

**Table 3-49 Case Search by Street Num Street (LSC5) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                                                      | 2 alphanumeric characters                                                                                                                                                                                                                                                                                                                                 | <b>[REQUIRED]</b> Enter HUD Office Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Street Number                                                                                                                                   | 7 alphanumeric characters                                                                                                                                                                                                                                                                                                                                 | <b>[REQUIRED]</b> Enter the street number in this key field to direct the system to search for cases with that street number. To search specifically by street number and street name, enter both criteria in their respective key fields.                                                                                                                                                                                                                                                                                                                                                                        |
| Street                                                                                                                                          | 20 alphanumeric characters                                                                                                                                                                                                                                                                                                                                | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| SEL                                                                                                                                             | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD 1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for query. <ul style="list-style-type: none"><li>Enter <b>D</b> to access the Case Search Detail Screen (refer to the <b>Case Search Detail (LSCD) Screen</b> section for details) which provides a brief summary of the case.</li><li>Press the &lt;ENTER&gt; key to return to this screen to <b>locate (query)</b> additional cases.</li><li>Enter any of the codes other than <b>D</b> listed under Valid Entries for this field to access the data screen listed.</li></ul> <b>Note:</b> <i>Each of these data screens is explained under its respective section in this document.</i> |
| Case Number                                                                                                                                     | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the search criteria entered; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Step Number                                                                                                                                     | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the search criteria entered; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-49 Case Search by Street Num Street (LSC5) Procedure Table, continued**

| DATA FIELD | VALID ENTRIES | DESCRIPTION                                                                                                     |
|------------|---------------|-----------------------------------------------------------------------------------------------------------------|
| Step Date  | N/A           | System- generated based on the search criteria entered; display only.                                           |
| Property   | N/A           | System- generated based on the search criteria entered; display only.                                           |
| Status     | N/A           | System- generated based on the search criteria entered; display only.                                           |
| Address    | N/A           | System- generated street, city, county, state, and ZIP code based on the search criteria entered; display only. |

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### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Case Search by Status ZipCode St (LSC6) Screen

*Before You  
Begin*

The Case Search by Status ZipCode St (LSC6) query screen, illustrated in Figure 3-56, allows all authorized personnel with valid SAMS user IDs to search for detailed information regarding a case by using the status, zip code, and street information.

Gather this information before using the Case Search by Status Zipcode St (LSC6) screen:

- Status information
- Secondary criteria: zip code or street name

| S A M S                                                          |             |             |           |        | 08/02/02     |
|------------------------------------------------------------------|-------------|-------------|-----------|--------|--------------|
| SCREEN: QLSC6_ LSC6 CASE SEARCH BY STATUS ZIPCODE ST             |             |             |           |        | 10:33:54 EST |
| HUD OFFICE: HQ STATUS: _ ZIP CODE: _ _ _                         |             |             |           |        |              |
| STREET NUMBER: _ _ _ _ STREET: _ _ _ _                           |             |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| SEL                                                              | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                  | PROPERTY    |             |           |        |              |
|                                                                  | ADDRESS     |             |           |        |              |
| ACTIVE INVENTORY FLAG IS REQUIRED                                |             |             |           |        |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |             |             |           |        |              |

Figure 3-56 Case Search by Status Zipcode St (QLSC6) Screen

*Data Screen  
Options*

On the Case Search by Status ZipCode St (LSC6) screen:

- To **locate (query)** a case by status, zip code, and street name, enter *QLSC6* in the Screen field and press the <F2> key.
- To **preview** a case by status, zip code, and street name, authorized personnel with Headquarters User Profiles **must** enter *PLSC6* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-50 Case Search by Status ZipCode St (LSC6) Procedure Table to find a case using the status, zip code, and street name:

**Table 3-50 Case Search by Status ZipCode St (LSC6) Procedure Table**

| DATA FIELD                                                                                                                                                                                              | VALID ENTRIES                                                                                                                                                                                                                                                      | DESCRIPTION                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                                                                                                              | 2 alphanumeric characters                                                                                                                                                                                                                                          | <b>[REQUIRED]</b> Enter the HUD Office Code                                                                                                                                                                                                    |
| Status                                                                                                                                                                                                  | 1 alphabetic character<br><b>A</b> = Active case<br><b>B</b> = Bad case number<br><b>C</b> = Closed case<br><b>P</b> = Occupied conveyance case<br><b>R</b> = Reconveyed case<br><b>T</b> = Terminated case<br><b>X</b> = Allocate case<br><b>Y</b> = Special case | <b>[REQUIRED]</b> Enter the status code in this key field to direct the system to search for cases with that status. To search specifically by status, street number, and street name, enter all three criteria in their respective key fields |
| Zip Code                                                                                                                                                                                                | 5 numeric characters                                                                                                                                                                                                                                               | <b>[REQUIRED]</b> Enter the zip code.                                                                                                                                                                                                          |
| Zip +4                                                                                                                                                                                                  | 4 numeric characters                                                                                                                                                                                                                                               | <b>[REQUIRED]</b> Enter the zip +4.                                                                                                                                                                                                            |
| Street Number                                                                                                                                                                                           | 7 alphanumeric characters                                                                                                                                                                                                                                          | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                       |
| Street                                                                                                                                                                                                  | 20 alphanumeric characters                                                                                                                                                                                                                                         | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                       |
| <i>Press the &lt;F2&gt; key.</i>                                                                                                                                                                        |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here. Cases will be listed first by status code, then by street number, and then by street name.</i> |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                |



### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-50 Case Search by Status ZipCode St (LSC6) Procedure Table, continued**

| DATA FIELD  | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SEL         | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD 1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for query. <ul style="list-style-type: none"><li>Enter <i>D</i> to access the Case Search Detail Screen (refer to the <b>Case Search Detail (LSCD) Screen</b> section for details) which provides a brief summary of the case.</li><li>Press the &lt;ENTER&gt; key to return to this screen to <i>locate (query)</i> additional cases.</li><li>Enter any of the codes other than <i>D</i> listed under Valid Entries for this field to access the data screen listed.</li></ul> <p><i>Note: Each of these data screens is explained under its respective section in this document.</i></p> |
| Case Number | N/A                                                                                                                                                                                                                                                                                                                                                       | System-generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Step Number | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Step Date   | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Status      | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Property    | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Address     | N/A                                                                                                                                                                                                                                                                                                                                                       | System- generated street, city, county, state, and ZIP code based on the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Case Search by Status State City St (LSC7) Screen

*Before You  
Begin*

The Case Search by Status State City St (LSC7) query screen, illustrated in Figure 3-57, allows all authorized personnel with valid SAMS user IDs to search for detailed information regarding a case using its status, state, city, and street number and/or name.

Gather this information before using the Case Search by Status State City St (LSC7) screen:

- Status
- Secondary criteria: state, city or street number and/or name

| S A M S                                                                   |             |             |           |        | 07/25/02     |
|---------------------------------------------------------------------------|-------------|-------------|-----------|--------|--------------|
| SCREEN: QLSC7_ LSC7 CASE SEARCH BY STATUS STATE CITY ST                   |             |             |           |        | 10:04:06 EST |
| HUD OFFICE: HQ STATUS: <u>  </u> STATE: <u>  </u> CITY: <u>          </u> |             |             |           |        |              |
| STREET NUMBER: <u>      </u> STREET: <u>                  </u>            |             |             |           |        |              |
| SEL                                                                       | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                           | PROPERTY    |             |           |        |              |
|                                                                           | ADDRESS     |             |           |        |              |
| SEL                                                                       | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                           | PROPERTY    |             |           |        |              |
|                                                                           | ADDRESS     |             |           |        |              |
| SEL                                                                       | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                           | PROPERTY    |             |           |        |              |
|                                                                           | ADDRESS     |             |           |        |              |
| SEL                                                                       | CASE NUMBER | STEP NUMBER | STEP DATE | STATUS |              |
|                                                                           | PROPERTY    |             |           |        |              |
|                                                                           | ADDRESS     |             |           |        |              |
| ACTIVE INVENTORY FLAG IS REQUIRED                                         |             |             |           |        |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR          |             |             |           |        |              |

**Figure 3-57 Case Search by Status State City St (QLSC7) Screen**

*Data Screen  
Options*

On the Case Search by Status State City St (LSC7) screen:

- To **locate (query)** a case by status, state, city, street number and/or street name, enter QLSC7 in the Screen field and press the <F2> key.
- To **preview** a case by status, state, city, street number, and/or street name, authorized personnel with Headquarters User Profiles **must** enter PLSC7 in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-51 Case Search by Status State City St (LSC7) Procedure Table to find a case by status, state, city, street number and/or street name:

**Table 3-51 Case Search by Status State City St (LSC7) Procedure Table**

| DATA FIELD                                                                                           | VALID ENTRIES                                                                                                                                                                                                                                                      | DESCRIPTION                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                           | 2 alphanumeric characters                                                                                                                                                                                                                                          | <b>[REQUIRED]</b> Enter the HUD Office Code.                                                                                                                                                                                                                 |
| Status                                                                                               | 1 alphabetic character<br><b>A</b> = Active case<br><b>B</b> = Bad case number<br><b>C</b> = Closed case<br><b>P</b> = Occupied conveyance case<br><b>R</b> = Reconveyed case<br><b>T</b> = Terminated case<br><b>X</b> = Allocate case<br><b>Y</b> = Special case | <b>[REQUIRED]</b> Enter the status code in this key field to direct the system to search for cases with that status. To search specifically by status, state, city, and street number and/or street name, enter all criteria in their respective key fields. |
| State                                                                                                | 2 alphabetic characters                                                                                                                                                                                                                                            | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                     |
| City                                                                                                 | 20 alphanumeric characters                                                                                                                                                                                                                                         | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                     |
| Street number                                                                                        | 7 alphanumeric characters                                                                                                                                                                                                                                          | Either enter <i>only</i> the street number or the street name, <b>or</b> enter both the street number and the street name. Use either the 7-character or the 20-character field to enter the information.                                                    |
| Street                                                                                               | 20 alphanumeric characters                                                                                                                                                                                                                                         | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                     |
| <i>Press the &lt;F2&gt; key.</i>                                                                     |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                              |
| <b>Result:</b> The system retrieves and displays the available values of the fields identified here. |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                              |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-51 Case Search by Status State City St (LSC7) Procedure Table, continued**

| DATA FIELD  | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SEL         | 1 alphanumeric character<br><b>D</b> = LSCD Case Search Detail<br><b>1</b> = CMC1 Case Definition<br><b>2</b> = CMC2 Property Description<br><b>U</b> = CMUR URAR<br><b>3</b> = CMC3 Case Disposition Program<br><b>O</b> = CMOA Offer Accepted<br><b>H</b> = CMH1 HUD1<br><b>T</b> = CMTE Title Evidence Approval<br><b>X</b> = TXTC Tax Account Change | Select the option mode for query. <ul style="list-style-type: none"><li>• Enter <i>D</i> to access the Case Search Detail Screen (refer to the <b>Case Search Detail (LSCD) Screen</b> section for details) which provides a brief summary of the case.</li><li>• Press the &lt;ENTER&gt; key to return to this screen to <i>locate (query)</i> additional cases.</li><li>• Enter any of the codes other than <i>D</i> listed under Valid Entries for this field to access the data screen listed.</li></ul> <p><i><b>Note:</b> Each of these data screens is explained under its respective section in this document.</i></p> |
| Case Number | N/A                                                                                                                                                                                                                                                                                                                                                      | System-generated based o the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Step Number | N/A                                                                                                                                                                                                                                                                                                                                                      | System- generated based o the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Step Date   | N/A                                                                                                                                                                                                                                                                                                                                                      | System- generated based o the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Status      | N/A                                                                                                                                                                                                                                                                                                                                                      | System- generated based o the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Property    | N/A                                                                                                                                                                                                                                                                                                                                                      | System- generated based o the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Address     | N/A                                                                                                                                                                                                                                                                                                                                                      | System- generated street, city, county, state, and ZIP code based o the search criteria selected; display only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Case Search Detail (LSCD) Screen

The Case Search Detail (LSCD) query screen, illustrated in Figure 3-58, provides all authorized personnel with valid SAMS user IDs the ability to view detailed information regarding a specific case. This screen can be accessed from the main menu or from the following Case Management Search screens:

- Case Search by Case Number .....LSC1
- Case Search by Status Str Str Num .....LSC2
- Case Search by Status Str Num Str .....LSC3
- Case Search by Street Street Num .....LSC4
- Case Search by Street Num Street .....LSC5
- Case Search by Status ZipCode St .....LSC6
- Case Search by Status State City St .....LSC7

The Case Management search screens provide the most frequent method to access the Case Search Detail (LSCD) screen. After accessing the Case Search Detail (LSCD) screen from any of these screens, press the <ENTER> key to automatically return to the original screen used to access the Case Search Detail (LSCD) screen.

#### *Before You Begin*

Gather this information before using the Case Search Detail (LSCD) screen:

| S A M S                                    |           |                  | 01/30/04     |
|--------------------------------------------|-----------|------------------|--------------|
| SCREEN: QLSCD_                             |           |                  | 11:04:41 EST |
| LSCD CASE SEARCH DETAIL QUERY              |           |                  |              |
| NEXT CASE NUM: _____                       |           |                  |              |
| STEP                                       | STEP DATE | STATUS           |              |
| ADDRESS                                    |           |                  |              |
| PM NAME                                    |           | PM CONTRACT NUM  |              |
| FEE STATUS                                 |           | 27011 RECVD DATE |              |
|                                            |           | ACQUISITION DATE |              |
| SALES TYPE                                 |           | BID PRICE        |              |
| PURCHASER                                  |           | SALES PRICE      |              |
| CLOSING AGENT                              |           | EXTENSIONS       |              |
| CLOSING DATE                               |           |                  |              |
| DATE RECONCILED                            |           |                  |              |
| CASE HUD OFFICE PREFIX IS REQUIRED         |           |                  |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU |           |                  |              |

Figure 3-58 Case Search Detail (QLSCD) Query Screen

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### *Data Screen Options*

On the Case Search Detail (LSCD) screen:

- To **locate (query)** the detail on a case-by-case number basis, enter *QLSCD* in the Screen field and press the <F2> key.
- To **preview** the detail on a case-by-case number basis, authorized personnel with Headquarters User Profiles **must** enter *PLSCD* in the Screen field and press the <F2> key.
- To access this screen from any of the Case Management search screens, enter *D* in the SEL field of the search screen and press the <ENTER> key.  
The Case Management search screens are:
  - Case Search by Case Number (LSC1), illustrated and described under **Case Search by Case Number (LSC1) Screen**
  - Case Search by Status Str Str Num (LSC2), illustrated and described under **Case Search by Status Str Str Num (LSC2) Screen**
  - Case Search by Status Str Num Str (LSC3), illustrated and described under **Case Search by Status Str Num Str (LSC3) Screen**
  - Case Search by Street Street Num (LSC4), illustrated and described under **Case Search by Street Street Num (LSC4) Screen**
  - Case Search by Street Num Street (LSC5), illustrated and described under **Case Search by Street Num Street (LSC5) Screen**
  - Case Search by Status ZipCode St (LSC6), illustrated and described under **Case Search by Status ZipCode St (LSC6) Screen**
  - Case Search by Status State City St (LSC7), illustrated and described under **Case Search by Status State City St (LSC7) Screen**

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

*Procedure Table* Follow the instructions on Table 3-52 Case Search Detail (LSCD) Procedure Table to find the case detail using a case number:

**Table 3-52 Case Search Detail (LSCD) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | VALID ENTRIES        | DESCRIPTION                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Num                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 9 Numeric Characters | <b>[REQUIRED]</b> Enter the desired case number.                                                                                                                                                              |
| <p><i>Press the &lt;F2&gt; key.</i></p> <p><b>Result:</b> <i>If the case number:</i></p> <ul style="list-style-type: none"> <li><i>Exists, the system retrieves and displays the available values for the fields identified here and displays a message prompting the user to return to the case search screen</i></li> <li><i>Exists and is archived the system displays a message indicating the archive date and prompting the user to access the query mode of the Archived Case Query and Reports (ARCS) screen, illustrated and described under <b>Archived Case Query and Reports Query (ARCS) Screen in Chapter 6 – SAMS Archiving Task</b></i></li> <li><i>Does not exist, the system displays a message informing the user that the case does not exist</i></li> </ul> |                      |                                                                                                                                                                                                               |
| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A                  | System-generated based on the search criteria selected; display only                                                                                                                                          |
| Step Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A                  | System-generated; case status and description (active, closed, terminated) based on the search criteria selected.                                                                                             |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A                  | System- generated street, city, county, state, and ZIP code based on the search criteria selected; display only                                                                                               |
| PM Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A                  | System- generated based on the search criteria selected; display only.                                                                                                                                        |
| PM Contract Num                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| Fee Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| 27011 Recvd Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| Acquisition Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| Sales Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| Bid Price                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                  | System- generated based on the search criteria selected; display only                                                                                                                                         |
| Purchaser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                  | System- generated based on the search criteria selected; display only. This field displays the name of the first active purchaser stored in SAMS for the case indicated in the <u>Next Case Number</u> field. |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-52 Case Search Detail (LSCD) Procedure Table, continued**

| DATA FIELD      | VALID ENTRIES | DESCRIPTION                                                                                                                                                                                                                                                                                              |
|-----------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sales Price     | N/A           | System- generated based on the search criteria selected; display only                                                                                                                                                                                                                                    |
| Closing Agent   | N/A           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                   |
| Extensions      | N/A           | System- generated based on the search criteria selected; display only. The entries in this field are: <ul style="list-style-type: none"><li>• <i>Y</i> (Yes) to indicate that the Sales Offer has been extended</li><li>• <i>N</i> (No) to indicate that the Sales Offer has not been extended</li></ul> |
| Closing Date    | N/A           | System- generated based on the search criteria selected; display only                                                                                                                                                                                                                                    |
| Date Reconciled | N/A           | System- generated based on the search criteria selected; display only                                                                                                                                                                                                                                    |
|                 |               |                                                                                                                                                                                                                                                                                                          |



### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Case Step History Screen (LSCS) Screen

The Case Step History Screen (LSCS) query screen, illustrated in Figure 3-59, allows all authorized personnel with valid SAMS user IDs to search for detailed information regarding the step history of a case. The information displayed includes all step movements that a case makes, whether by a SAMS user or a SAMS process that moves the case automatically.

#### Note

When a case is cancelled on the (CMSC) screen, illustrated and described under **Sales Cancellation (CMSC) Screen**, the user can view the step to return the case to on the Case Step History (LSCS) screen.

#### Before You Begin

Gather this information before using the Case Step History Screen (LSCS) screen:

- Case Number

| S A M S                                                          |                                     | 07/25/02                 |
|------------------------------------------------------------------|-------------------------------------|--------------------------|
| SCREEN: QLSCS_                                                   | LSCS CASE STEP HISTORY SCREEN QUERY | 09:55:54 EST             |
| CASE NUMBER: _____                                               | CURRENT STEP:                       | STEP DATE:               |
| ADDRESS:                                                         |                                     |                          |
| STEP                                                             | STEP DATE                           | CASE STEP SEQUENCE LOGID |
| CASE HUD OFFICE PREFIX IS REQUIRED                               |                                     |                          |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |                                     |                          |

Figure 3-59 Case Step History Screen (QLSCS) Query Screen

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Data Screen Options

On the Case Step History Screen (LSCS) screen:

- To **locate (query)** a case by case number to view the case step history, enter *QLSCS* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 3-53 Case Step History Screen (LSCS) Procedure Table to find a case using the case number:

**Table 3-53 Case Step History Screen (LSCS) Procedure Table**

| DATA FIELD                                                                                                                           | VALID ENTRIES        | DESCRIPTION                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Case Number                                                                                                                          | 9 numeric characters | [REQUIRED] Enter the case number.                                                                                             |
| <i>Press the &lt;F2&gt; key.</i>                                                                                                     |                      |                                                                                                                               |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here in ascending date order.</i> |                      |                                                                                                                               |
| Current Step                                                                                                                         | N/A                  | System-generated based on the entry in the <u>Case Number</u> field; display only.                                            |
| Step Date                                                                                                                            | N/A                  | System- generated based on the entry in the <u>Case Number</u> field; display only.                                           |
| Address                                                                                                                              | N/A                  | System- generated street, city, county, state, and ZIP code based on the entry in the <u>Case Number</u> field; display only. |
| Step                                                                                                                                 | N/A                  | System- generated based on the entry in the <u>Case Number</u> field; display only.                                           |
| Step Date                                                                                                                            | N/A                  | System- generated based on the entry in the <u>Case Number</u> field; display only.                                           |
| Case Step Sequence                                                                                                                   | N/A                  | System- generated based on the entry in the <u>Case Number</u> field; display only.                                           |
| LogID                                                                                                                                | N/A                  | System- generated based on the entry in the <u>Case Number</u> field; display only.                                           |

---

The Title Evidence Search Detail (LSTD) screen, illustrated in Figure 3-60, provides all authorized personnel with valid SAMS user IDs with detailed information regarding a specific case. This screen can be accessed from the main menu or from the following Title Evidence search screens:

- The Title Evidence screen provides the most frequent method to access the Title Evidence Search Detail Screen. After accessing this screen from any of the search screens, press the < **ENTER** > key to return to the original screen used to access the Title Evidence Search Detail (LSTD) screen.

Gather this information before using the Title Evidence Search Detail (LSTD) screen:

**Figure 3-60 Title Evidence Search Detail (QLSTD) Screen**

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Data Screen Options

On the Title Evidence Search Detail (LSTD) screen:

- To **locate (query)** this screen from the SAMS Main Menu, enter *QLSTD* in the Screen field and press the <F2> key.
- To **locate (query)** this screen from any of the Title Evidence search screens enter *X* in the SEL field of the search screen and press the <ENTER> key.  
The Title Evidence search screens are:
  - Title Search by Case Number (LST1) screen, illustrated and described under **Title Search by Case Number (LST1) Screen**
  - Title Search by Case Step Number (LST2) screen, illustrated and described under **Title Search by Case Step Number (LST2) Screen**
  - Title Search by Mort ID Loan Num (LST6) screen, illustrated and described under **Title Search by Mort ID Loan Num (LST6) Screen**
  - Title Search by Mort Name Loan Num (LST7) screen, illustrated and described under **Title Search by Mort Name Loan Num (LST7) Screen**

*Procedure Table* Follow the instructions on Table 3-54 Title Evidence Search Detail (LSTD) Procedure Table to find a case using its unique case number:

**Table 3-54 Title Evidence Search Detail (LSTD) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES        | DESCRIPTION                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Next Case Number                                                                                            | 9 Numeric Characters | <b>[REQUIRED]</b> Enter the case number in this key field to direct the system to search for a specific case number.               |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                      |                                                                                                                                    |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                      |                                                                                                                                    |
| Step Number                                                                                                 | N/A                  | System-generated based on the entry in the <u>Next Case Number</u> field; display only.                                            |
| Address                                                                                                     | N/A                  | System- generated street, city, county, state, and ZIP code based on the entry in the <u>Next Case Number</u> field; display only. |
| Mortgagee Name                                                                                              | N/A                  | System- generated based on the entry in the <u>Next Case Number</u> field; display only.                                           |
| Loan Number                                                                                                 | N/A                  | System- generated based on the entry in the <u>Next Case Number</u> field; display only.                                           |
| Number                                                                                                      | N/A                  | System- generated based on the entry in the <u>Next Case Number</u> field; display only.                                           |
| Title Evid Pkg Apprvd                                                                                       | N/A                  | System- generated based on the entry in the <u>Next Case Number</u> field; display only.                                           |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-54 Title Evidence Search Detail (LSTD) Procedure Table, continued**

| DATA FIELD                 | VALID ENTRIES | DESCRIPTION                                                                              |
|----------------------------|---------------|------------------------------------------------------------------------------------------|
| Extension Reason           | N/A           | System- generated based on the entry in the <u>Next Case Number</u> field; display only. |
| Date Requested             | N/A           | System- generated based on the entry in the <u>Next Case Number</u> field; display only. |
| Title Evidence Description | N/A           | System- generated based on the entry in the <u>Next Case Number</u> field; display only. |
| Received Date              | N/A           | System- generated based on the entry in the <u>Next Case Number</u> field; display only. |
| E/L                        | N/A           | System- generated based on the entry in the <u>Next Case Number</u> field; display only. |

---

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Title Search by Case Number (LST1) Screen

*Before You  
Begin*

The Title Search by Case Number (LST1) query screen, illustrated in Figure 3-61, allows all authorized personnel with valid SAMS user IDs to search for detailed title evidence information for a case using its unique case number.

Gather this information before using the Title Search by Case Number (LST1) screen:

- The case number to be located

:

| S A M S                                                   |             |               |         |             | 08/02/02     |
|-----------------------------------------------------------|-------------|---------------|---------|-------------|--------------|
| SCREEN: QLST1_                                            |             |               |         |             | 10:30:54 EST |
| LST1 TITLE SEARCH BY CASE NUMBER                          |             |               |         |             |              |
| CASE NUMBER: _____                                        |             |               |         |             |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         | STEP NUMBER |              |
|                                                           | ADDRESS     |               |         |             |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         | STEP NUMBER |              |
|                                                           | ADDRESS     |               |         |             |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         | STEP NUMBER |              |
|                                                           | ADDRESS     |               |         |             |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         | STEP NUMBER |              |
|                                                           | ADDRESS     |               |         |             |              |
| CASE HUD OFFICE PREFIX IS REQUIRED                        |             |               |         |             |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR |             |               |         |             |              |

Figure 3-61 Title Search by Case Number (QLST1) Screen

*Data Screen  
Options*

On the Title Search by Case Number (LST1) screen:

- To **locate (query)** title evidence information by case number, enter *QLST1* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-55 Title Search by Case Number (LST1)  
Procedure Table to find title evidence information by case number:

**Table 3-55 Title Search by Case Number (LST1) Procedure Table**

| DATA FIELD                                                                                                                                      | VALID ENTRIES                                                 | DESCRIPTION                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case Number                                                                                                                                     | 9 numeric characters                                          | <b>[REQUIRED]</b> Enter the case number in this key field to direct the system to search for a specific case number.                                                                                                                                                                                                                                 |
| <i>Press the &lt;F2&gt; key.</i><br><b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                               |                                                                                                                                                                                                                                                                                                                                                      |
| SEL                                                                                                                                             | 1 alphabetic character<br><b>X</b> = LSTD Title Search Detail | Enter <b>X</b> to view the Title Evidence Search Detail Screen (LSTD) (refer to the <b>Title Evidence Search Detail (LSTD) Screen</b> section for details) which provides a brief summary of title evidence information for the case. To return to this screen to <b>locate (query)</b> additional case numbers, press the <b>&lt;ENTER&gt;</b> key. |
| Case Number                                                                                                                                     | N/A                                                           | System-generated base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                    |
| TE Number                                                                                                                                       | N/A                                                           | System- generated base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                   |
| TE Desc                                                                                                                                         | N/A                                                           | System- generated base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                   |
| Review Date                                                                                                                                     | N/A                                                           | System- generated base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                   |
| Approval Flag                                                                                                                                   | N/A                                                           | System- generated base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                   |
| Address                                                                                                                                         | N/A                                                           | System- generated street, city, county, state, and ZIP code base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                         |
| Step Number                                                                                                                                     | N/A                                                           | System- generated base on the entry in the <u>Case Number</u> field; display only.                                                                                                                                                                                                                                                                   |

### Title Search by Case Step Number (LST2) Screen

*Before You  
Begin*

The Title Search by Case Step Number (LST2) query screen, illustrated in Figure 3-62, allows all authorized personnel with valid SAMS user IDs to search for detailed title evidence information for a case using the case step number.

Gather this information before using the Title Search by Case Step Number (LST2) screen:

- The case number to be located

:

| S A M S                                                   |             |               |         |             | 08/02/02     |
|-----------------------------------------------------------|-------------|---------------|---------|-------------|--------------|
| SCREEN: QLST2_ LST2 TITLE SEARCH BY CASE STEP NUMBER      |             |               |         |             | 10:31:34 EST |
| CASE STEP NUMBER _____                                    |             |               |         |             |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         |             |              |
|                                                           | ADDRESS     |               |         | STEP NUMBER |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         |             |              |
|                                                           | ADDRESS     |               |         | STEP NUMBER |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         |             |              |
|                                                           | ADDRESS     |               |         | STEP NUMBER |              |
| SEL                                                       | CASE NUMBER | TE NUMBER     | TE DESC |             |              |
|                                                           | REVIEW DATE | APPROVAL FLAG |         |             |              |
|                                                           | ADDRESS     |               |         | STEP NUMBER |              |
| CASE STEP NUMBER IS REQUIRED                              |             |               |         |             |              |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR |             |               |         |             |              |

**Figure 3-62 Title Search by Case Step Number (QLST2) Screen**

*Data Screen  
Options*

On the Title Search by Case Step Number (LST2) screen:

- To **locate (query)** title evidence information by case step number, enter *QLST2* in the Screen field and press the <F2> key.



### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-56 Title Search by Case Step Number (LST2) Procedure Table to find title evidence information by case step number:

**Table 3-56 Title Search by Case Step Number (LST2) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                                                 | DESCRIPTION                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case Step Number                                                                                            | 2 numeric characters                                          | <b>[REQUIRED]</b> Enter the case step number in this key field to direct the system to search for cases with that case step number.                                                                                                                                                                                     |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                                                               |                                                                                                                                                                                                                                                                                                                         |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                               |                                                                                                                                                                                                                                                                                                                         |
| SEL                                                                                                         | 1 alphabetic character<br><b>X</b> = LSTD Title Search Detail | Enter <b>X</b> to view the Title Search Detail Screen (refer to the <b>Title Evidence Search Detail (LSTD) Screen</b> section for details) which provides a brief summary of title evidence information for the case. To return to this screen to <i>locate (query)</i> additional case numbers, press the <ENTER> key. |
| Case Number                                                                                                 | N/A                                                           | System-generated based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                                                                 |
| TE Number                                                                                                   | N/A                                                           | System- generated based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                                                                |
| TE Desc                                                                                                     | N/A                                                           | System- generated based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                                                                |
| Review Date                                                                                                 | N/A                                                           | System- generated based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                                                                |
| Approval Flag                                                                                               | N/A                                                           | System- generated based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                                                                |
| Address                                                                                                     | N/A                                                           | System- generated street, city, county, state, and ZIP code based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                      |
| Step Number                                                                                                 | N/A                                                           | System- generated based on the entry in the <u>Case Step Number</u> field; display only.                                                                                                                                                                                                                                |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

#### Title Search by Mort ID Loan Num (LST6) Screen

*Before You  
Begin*

The Title Search by Mort ID Loan Num (LST6) query screen, illustrated in Figure 3-63, allows all authorized personnel with valid SAMS user IDs to search for detailed title evidence information for a case using a mortgagee identification number and loan number.

Gather this information before using the Title Search by Mort ID Loan Num (LST6) screen:

- Mortgagee ID number
- Secondary criteria: loan number

| SAMS                                                      |                                         |                            |         | 08/02/02                    |
|-----------------------------------------------------------|-----------------------------------------|----------------------------|---------|-----------------------------|
| SCREEN: QLST6_ LST6 TITLE SEARCH BY MORT ID LOAN NUM      |                                         |                            |         | 10:32:26 EST                |
| MORTGAGEE ID: 00000 0000 0                                |                                         | LOAN NUMBER: _____         |         |                             |
| SEL                                                       | CASE NUMBER<br>APPROVAL DATE<br>ADDRESS | TE NUMBER<br>APPROVAL FLAG | TE DESC | MORTGAGEE ID<br>LOAN NUMBER |
| SEL                                                       | CASE NUMBER<br>APPROVAL DATE<br>ADDRESS | TE NUMBER<br>APPROVAL FLAG | TE DESC | MORTGAGEE ID<br>LOAN NUMBER |
| SEL                                                       | CASE NUMBER<br>APPROVAL DATE<br>ADDRESS | TE NUMBER<br>APPROVAL FLAG | TE DESC | MORTGAGEE ID<br>LOAN NUMBER |
| SEL                                                       | CASE NUMBER<br>APPROVAL DATE<br>ADDRESS | TE NUMBER<br>APPROVAL FLAG | TE DESC | MORTGAGEE ID<br>LOAN NUMBER |
| MORTGAGEE NUMBER IS REQUIRED                              |                                         |                            |         |                             |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR |                                         |                            |         |                             |

**Figure 3-63 Title Search by Mort ID Loan Num (QLST6) Screen**

*Data Screen  
Options*

On the Title Search by Mort ID Loan Num (LST6) screen:

- To **locate (query)** title evidence information by mortgagee ID and loan number, enter *QLST6* in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-57 Title Search by Mort ID Loan Num (LST6)  
Procedure Table to find title evidence information by mortgagee ID and loan number:

**Table 3-57 Title Search by Mort ID Loan Num (LST6) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                                                 | DESCRIPTION                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mortgagee ID                                                                                                | 10 numeric characters                                         | <b>[REQUIRED]</b> Enter the mortgagee ID number (or minimum first five characters) to search for cases with that mortgagee number. To search for a specific mortgagee ID and loan number combination, enter both criteria in their respective key fields.                                                               |
| Loan Number                                                                                                 | 15 alphanumeric characters                                    | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                                                                                |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                                                               |                                                                                                                                                                                                                                                                                                                         |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                               |                                                                                                                                                                                                                                                                                                                         |
| SEL                                                                                                         | 1 alphabetic character<br><b>X</b> = LSTD Title Search Detail | Enter <b>X</b> to view the Title Search Detail Screen (refer to the <b>Title Evidence Search Detail (LSTD) Screen</b> section for details) which provides a brief summary of title evidence information for the case. To return to this screen to <i>locate (query)</i> additional case numbers, press the <ENTER> key. |
| Case Number                                                                                                 | N/A                                                           | System-generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                   |
| TE Number                                                                                                   | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                  |
| TE Desc                                                                                                     | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                  |
| Approval Date                                                                                               | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                  |
| Approval Flag                                                                                               | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                  |
| Address                                                                                                     | N/A                                                           | System- generated street, city, county, state, and ZIP code based on the search criteria selected; display only.                                                                                                                                                                                                        |
| Mortgagee ID                                                                                                | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                  |
| Loan Number                                                                                                 | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                  |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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#### Title Search by Mort Name Loan Num (LST7) Screen

*Before You  
Begin*

The Title Search by Mort Name Loan Num (LST7) query screen, illustrated in Figure 3-64, allows all authorized personnel with valid SAMS user IDs to search for detailed title evidence information for a case using a mortgagor name and loan number.

Gather this information before using the Title Search by Mort Name Loan Num (LST7) screen:

- Mortgagor ID name
- Secondary criteria: loan number

|                                                           |                                                         |                                                                     |
|-----------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------|
| S A M S                                                   |                                                         | 08/02/02                                                            |
| SCREEN: QLST7_                                            | LST7 TITLE SEARCH BY MORT NAME LOAN NUM                 | 10:33:03 EST                                                        |
| MORTGAGOR NAME: _____                                     |                                                         | LOAN NUMBER: _____                                                  |
| SEL                                                       | CASE NUMBER<br>REVIEW DATE<br>MORTGAGOR NAME<br>ADDRESS | TE NUMBER<br>TE DESC<br>APPROVAL FLAG<br>LOAN NUMBER<br>STEP NUMBER |
| SEL                                                       | CASE NUMBER<br>REVIEW DATE<br>MORTGAGOR NAME<br>ADDRESS | TE NUMBER<br>TE DESC<br>APPROVAL FLAG<br>LOAN NUMBER<br>STEP NUMBER |
| SEL                                                       | CASE NUMBER<br>REVIEW DATE<br>MORTGAGOR NAME<br>ADDRESS | TE NUMBER<br>TE DESC<br>APPROVAL FLAG<br>LOAN NUMBER<br>STEP NUMBER |
| MORTGAGOR NAME IS REQUIRED                                |                                                         |                                                                     |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR |                                                         |                                                                     |

**Figure 3-64 Title Search by Mort Name Loan Num (QLST7) Screen**

*Data Screen  
Options*

On the Title Search by Mort Name Loan Num (LST7) screen:

- To **locate (query)** title evidence information by mortgagor name and loan number, enter QLST7 in the Screen field and press the <F2> key.

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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*Procedure Table* Follow the instructions on Table 3-58 Title Search by Mort Name Loan Num (LST7) Procedure Table to find title evidence information by mortgagor name and loan number:

**Table 3-58 Title Search by Mort Name Loan Num (LST7) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                                                 | DESCRIPTION                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mortgagor Name                                                                                              | 30 alphanumeric characters                                    | <b>[REQUIRED]</b> Enter the mortgagor name in this key field to direct the system to search for cases with that mortgagor name. To search specifically by mortgagor name and loan number, enter both criteria in their respective key fields.                                                                                  |
| Loan Number                                                                                                 | 15 alphanumeric characters                                    | If the information is available, use this key field to further define the search. This key field is used in conjunction with other key fields and can not be used alone.                                                                                                                                                       |
| <i>Press the &lt;F2&gt; key.</i>                                                                            |                                                               |                                                                                                                                                                                                                                                                                                                                |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                                               |                                                                                                                                                                                                                                                                                                                                |
| SEL                                                                                                         | 1 alphabetic character<br><b>X</b> = LSTD Title Search Detail | Enter <i>X</i> to view the Title Search Detail Screen (refer to the <b>Title Evidence Search Detail (LSTD) Screen</b> section for details) which provides a brief summary of title evidence information for the case. To <i>locate (query)</i> additional case numbers, press the <ENTER> key to return to this search screen. |
| Case Number                                                                                                 | N/A                                                           | System-generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                          |
| TE Number                                                                                                   | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                         |
| TE Desc                                                                                                     | N/A                                                           | System- generated based on the search criteria selected; display only.                                                                                                                                                                                                                                                         |

### 3.5 - Monitor and Report Status of Inventory Case Management Tasks (continued)

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**Table 3-58 Title Search by Mort Name Loan Num (LST7) Procedure Table, continued**

| DATA FIELD     | VALID ENTRIES | DESCRIPTION                                                                                                      |
|----------------|---------------|------------------------------------------------------------------------------------------------------------------|
| Review Date    | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Approval Flag  | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Mortgagor Name | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Loan Number    | N/A           | System- generated based on the search criteria selected; display only.                                           |
| Address        | N/A           | System- generated street, city, county, state, and ZIP code based on the search criteria selected; display only. |
| Step Number    | N/A           | System- generated based on the search criteria selected; display only.                                           |

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